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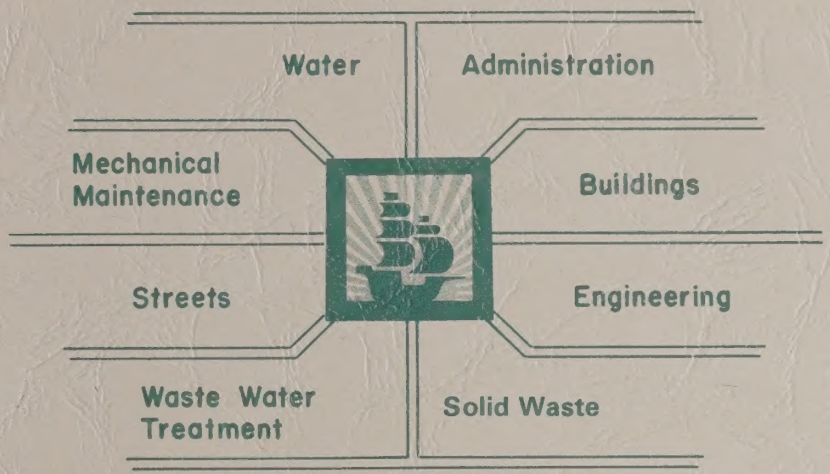
1991-92

Department of
Public Works



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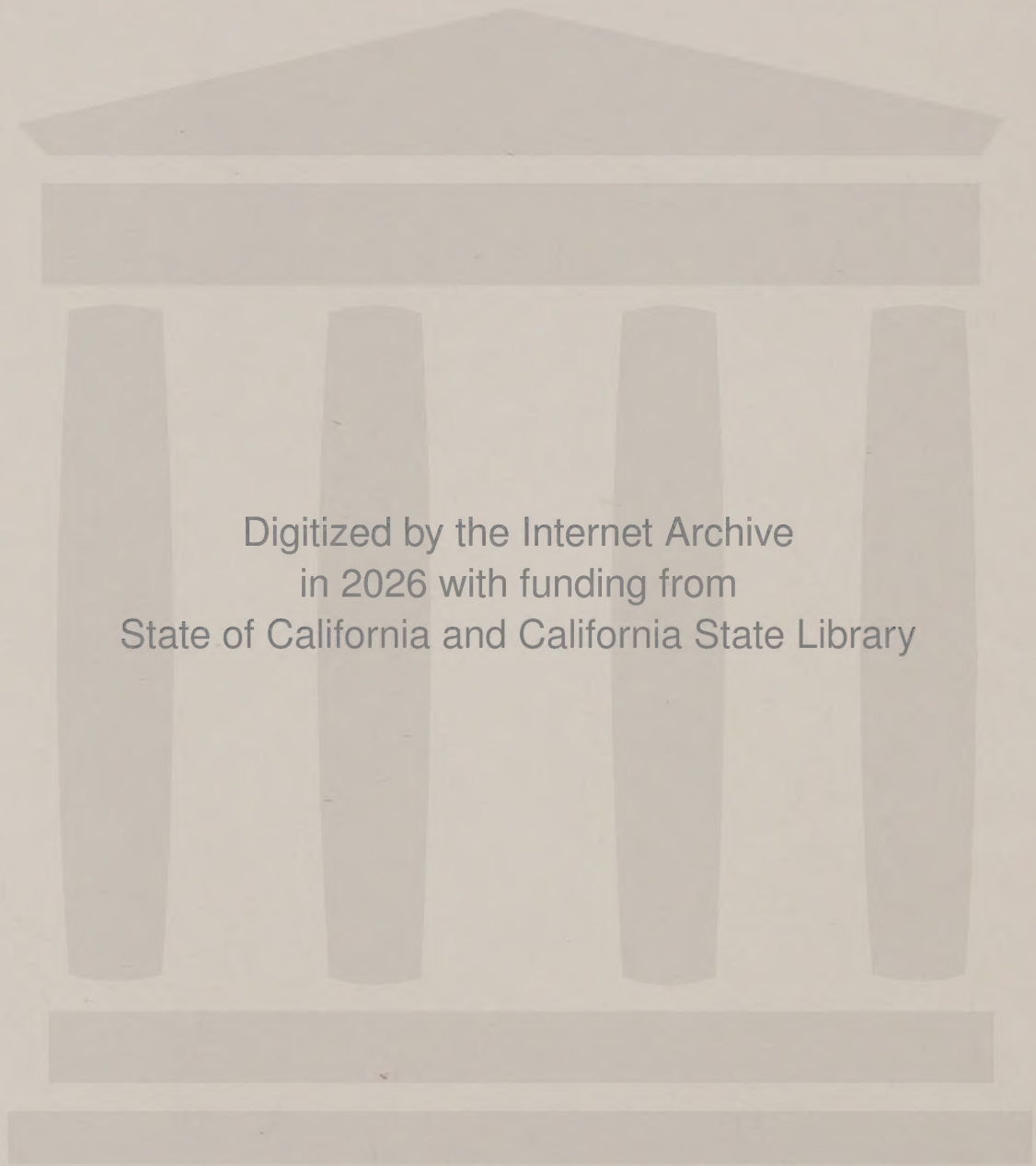
Annual Report

City of Santa Maria



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Department of Public Works

December 15, 1992

Mr. Wayne A. Schwammel
City Administrator
City of Santa Maria
110 East Cook Street
Santa Maria, CA 93454-5190

Dear Wayne:

Transmitted herewith is this department's 1991-92 fiscal year report, which is the 22nd, in keeping with our established tradition of this department. Contained in this report for recordation are the significant departmental activities which have occurred during this time period.

We have attempted to include in this report material of statistical and historical value, as well as information of personal interest.

It is appropriate here to express our appreciation to the rest of the City staff for the cooperation and assistance which contributed to our departmental accomplishments. We are even more grateful for the understanding received for our failures. We look forward to the continuing opportunity to make a contribution toward the total City government's service to its community.

Very truly yours,

Reese N. Riddiough

REESE N. RIDDIOUGH, P.E.
Director of Public Works

Attachment

PWARCA.ltr\PWAR

FAX: Administration (805) 349-0657 Community Development (805) 928-7565 Public Works (805) 928-6632

A 0183
1991/1992

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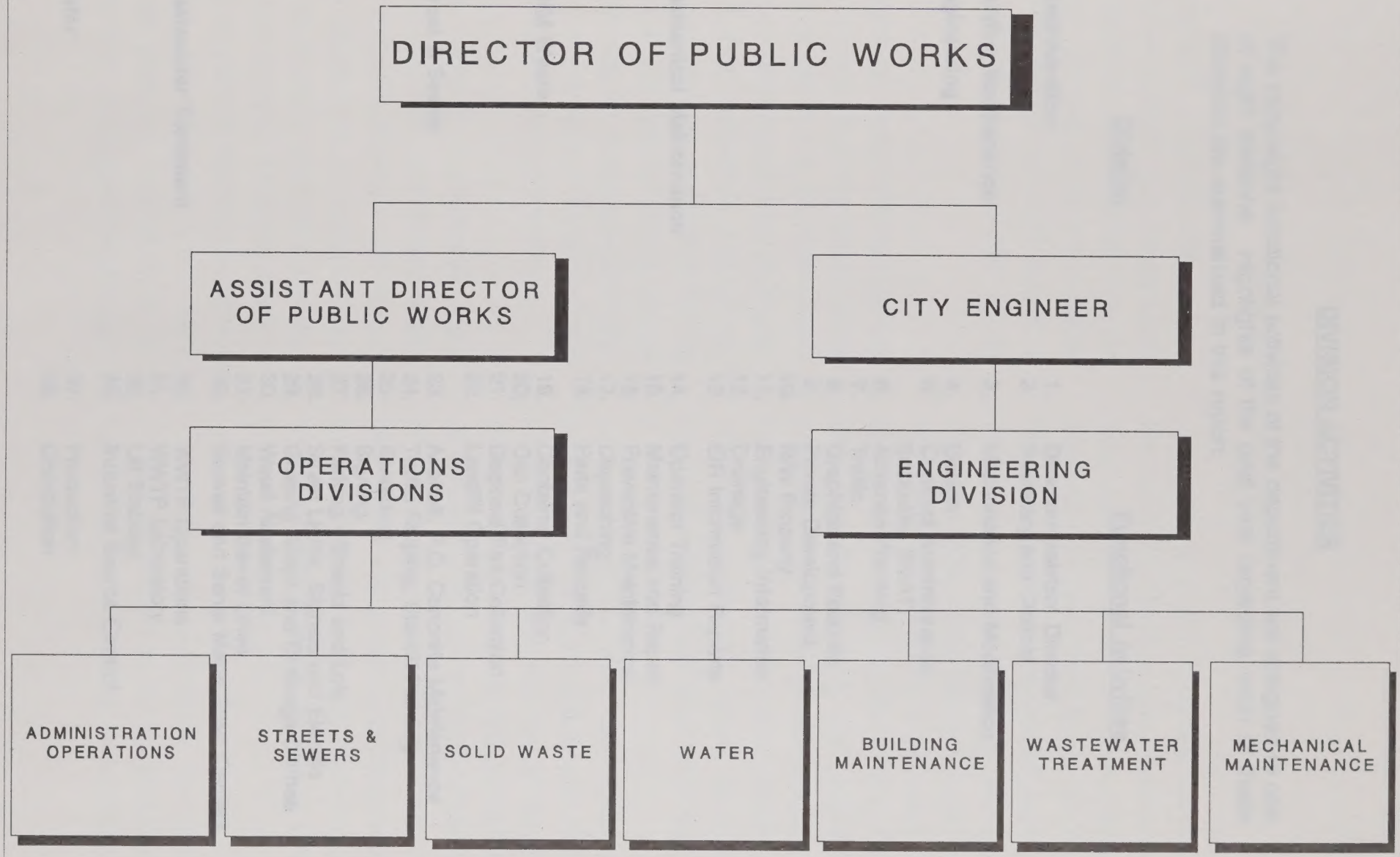
FIGURE 1

CITY OF SANTA MARIA

DEPARTMENT OF PUBLIC WORKS

ORGANIZATION CHART 1991-1992



DIVISION ACTIVITIES

The thirty-eight functional activities of the department are assigned to one of eight divisions. Highlights of the past year regarding each of these divisions are summarized in this report.

Division		Functional Activities
Administration	1.	Director/Assistant Director
	2.	Secretary and Clerical
Building Maintenance	3.	Maintenance and Modification
Engineering	4.	Design
	5.	Contract Administration (including SMAT)
	6.	Advance Planning
	7.	Traffic
	8.	Graphics and Records
	9.	Private Development
	10.	R/W Property
	11.	Engineering Information
	12.	Drainage
	13.	EIR Information Reports
Mechanical Maintenance	14.	Operator Training
	15.	Maintenance and Repair
	16.	Preventive Maintenance
	17.	Dispatching
	18.	Parts and Records
Solid Waste	19.	Container Collection
	20.	Can Collection
	21.	Disposal Fee Collection
	22.	Landfill Operation
Street & Sewer	23.	Asphalt, P.C. Concrete Maintenance
	24.	Traffic Striping, Stencil Painting
	25.	Sweeping
	26.	Signing
	27.	Parking - Streets and Lots
	28.	Street Lights, Signals and Electric
	29.	Grading Alleys and Drainage Ditches
	30.	Weed Abatement
	31.	Maintain Sewer Lines
	32.	Stowell and Santa Maria Town Centers
Wastewater Treatment	33.	WWTP Operations
	34.	WWTP Laboratory
	35.	Lift Stations
	36.	Industrial Source Control
Water	37.	Production
	38.	Distribution

ADMINISTRATION DIVISION

This division, comprised of the Director, three full-time employees, and one permanent part-time employee, is the smallest in the department. The role of the Administration Division is an important part to the success of each program and service provided by the department.

The primary function of this division is to provide the administrative direction and clerical support for all activities of the Public Works Department, including coordination of program planning, budget preparation and control, personnel administration, supervisory training for clerical staff administrative reports, records management program, investigation and follow up of citizen concerns, word processing, and providing continuity of division activities.

This division consolidates input necessary to make final recommendations with regard to program planning. The division determines which new or additional projects/services should be initiated and when they should be implemented in order to submit fiscal budget request at the appropriate time. Fifteen departmental requests and four capital improvement programs, are reviewed for accuracy and timely completion for each budget.

During the past fiscal year, administration has recruited for, scheduled interviews, and processed part-time positions in the Building Maintenance, Streets, Solid Waste, and Water Divisions. Payroll changes were processed for 137 full and part time employees who worked in the Public Works Department during the year. This division also conducted disciplinary action hearings for a few employees within Public Works operating divisions. On a continuing basis, this division works with the management team and employees to develop policies and procedures, and to assure employee compliance with those adopted by the City.

Administration also coordinates and schedules reports/recommendations for Council consideration and approval. The division prepares the accompanying resolutions/ordinances as required for action by the City Council. The Administration Division prepares the Departmental Annual Report with input from the various divisions; in addition to all other reports and formal documents that are initiated by the Public Works Department.

This division administers the records management program for the department with assistance and input from the various divisions.

Old files are scheduled for retention, storage, and eventually destruction in accordance with the time schedules outlined in the Records Manual established for the Public Works Department. New files are created when deemed appropriate and all files are purged when necessary.

Administration staff frequently has initial contact with the public and, therefore, is often the first to learn of specific concerns from citizens. After obtaining all pertinent information, the staff member attempts to assist the individual. If the problem is beyond the scope of knowledge of the responding staff member, or if another division staff member may better assist the citizen, the concern is passed on to that individual to accommodate the most efficient resolution of all questions.

The department's typing is accomplished by the use of word processing through personal computers. The division is connected to the Hewlett Packard 3000 main frame at City Hall with a hard wire direct connect hookup. Various software programs installed on the personal computers have enabled the clerical staff to utilize a broad spectrum of uses on the system, including data base, spreadsheet, and limited desktop publishing.

PERSONNEL NOTES

The total number of 117 person years were worked by the 137 Public Works employees from all divisions during Fiscal Year July 1, 1991 to June 30, 1992. Included in this figure were 101 permanent full-time employees working 40 hours/week, and 36 part-time employees who worked from 32 hours/week down to less than 20 hours/week.

The full-time positions vacated in the department as a result of employees leaving the City for personal reasons or retirement consisted of the following:

MW II - Building Maintenance Division Gregory Sanchez	11/02/91
Field Supervisor/Service - Water Division Carmel Morse	01/25/92
MW II - Water Division Ralph Barnette	02/08/92

The previous constitutes a turnover rate of 3% for all full-time employees who left the Public Works Department during the fiscal year. In addition to the departure of the above employees, there has been the normal turnover in the part-time category; as follows:

Custodian - Building Maintenance Division Warren Harrell	08/12/91
Custodian - Building Maintenance Division Mark Walker	08/12/91

continued;

continued from previous page;

Laborer III - Street/Electrical Division
John Diaz 09/30/91

Laborer III - Building Maintenance Division
Jose Cardenas 10/04/91

Custodian/WA - Building Maintenance Division
John Hoshstrasser 01/12/92

Laborer II - Wastewater Division
Arnulfo Bravo 06/13/92

In September of 1991, the vacancy left by exiting Assistant Director John Fair on April 5, 1991, was filled by Paul Karp. Paul Karp is a former Public Works Director from Arroyo Grande, where he also served as City Engineer for 15 years. He also has experience in management (design and construction) of capital projects gained while employed during the mid 1970's by the Goleta Water District.

During the final months of 1991-1992, all of the City departments were requested to cut budgeted expenditures by 4%. A hiring "chill" which eventually developed into a "freeze" was imposed on the departments in an effort to gain one-time savings and ongoing budget savings through reorganizations in most City departments. Public Works was not an exception. At the close 1991-92 the following positions remained vacant, pending assessments of the organization and the overall reduced City funding capabilities resulting from an ongoing recession and State intervention into City revenue streams.

Vacant positions on 6/30/92 were as follows:

Building Maintenance Division -
(1) Maintenance Worker II
(1) Laborer III/32-hour Perm. P/T

Street and Sewer Division -
(1) Crew Leader/Maint. Specialist
(1) Maintenance Worker II

Water Division -
(1) Maintenance Worker I
(1) Laborer III/32-hour Perm. P/T

In addition to the above, the Department reorganized the Water Division to operate with one less crew leader in the Distribution Section.

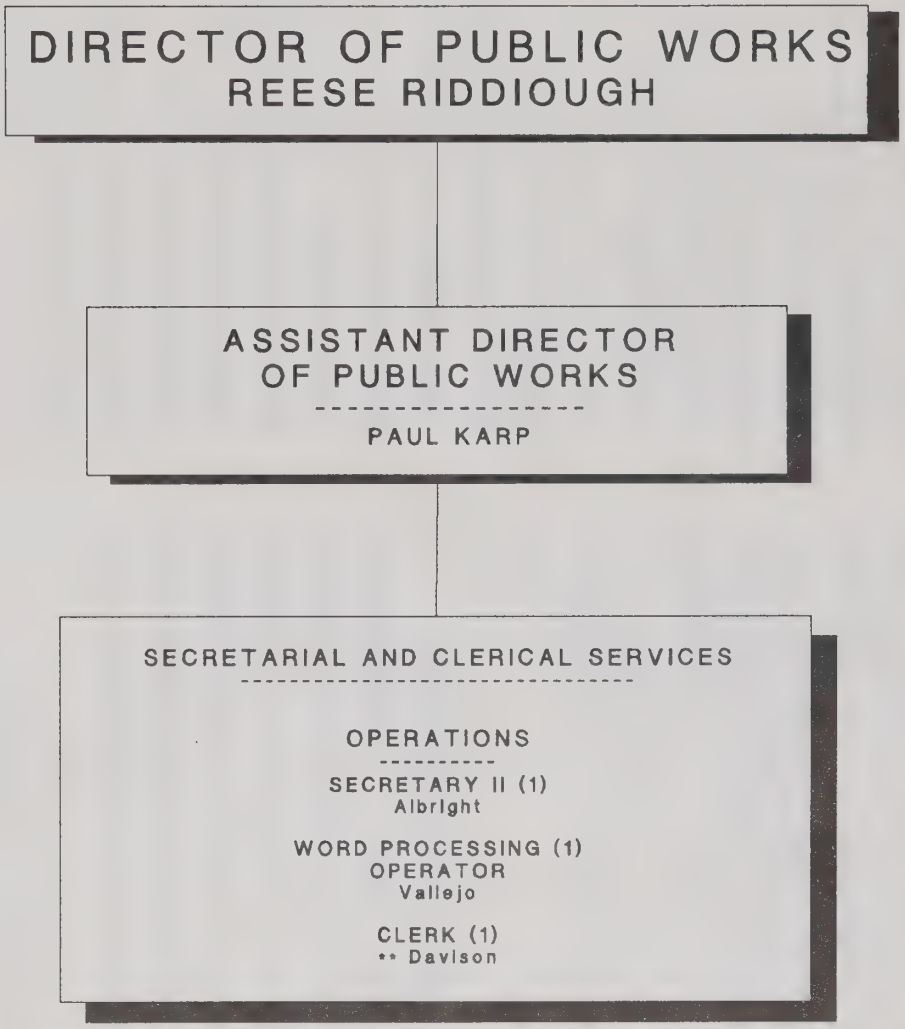
The Administration Division is working with the managers from other divisions/-departments to accomplish the maximum amount of production at the minimum cost. Actual service level reduction options are now being reviewed and evaluated in an effort to adjust operations costs to meet funding shrinkages.

FIGURE 2

CITY OF SANTA MARIA

DEPARTMENT OF PUBLIC WORKS
ADMINISTRATION DIVISION

ORGANIZATION CHART 1991-1992



•• PERMANENT PART TIME

BUILDING MAINTENANCE DIVISION

The Building Maintenance Division has the responsibility for maintaining thirty one active city facilities. Each facility is maintained in a presentable and safe condition. To meet this goal, the division performs the following work: maintenance of both interior and exterior of city-owned buildings, including scheduled painting and plumbing maintenance; performing electrical repairs and alterations; maintenance and repair of heating, ventilating, and cooling systems; maintenance of five city-owned boiler systems; maintenance of the mechanical integrity of the public swimming pool; and provision of daily custodial service for eight city facilities. The Division also assists planning and estimating costs for various building projects for all departments, and provides control and supervision over informal contracts to ensure that all work performed complies with City specifications and applicable codes.

The Building Maintenance Division has a labor complement of one superintendent, three crew leader/maintenance specialists, two laborer III's, two maintenance worker II/custodians and eleven part-time custodian positions for a total labor force of 513 staff hours per week.

The Building Maintenance Division had two personnel changes this past year. A Maintenance Worker II custodian retired in November, 1991. This position has not been filled pending budget considerations. The duties of this position are being covered by personnel that normally work on building maintenance projects. The April, 1991 resignation of a CL/MS was filled in April, 1992.

Maintenance material cost expenditures increased 16% due to a major renovation of the Paul Nelson Pool. This project included the replacement of the filtration system and the main water service feeding the facility. Other city projects that contributed to the increase are as follows:

1) The sewer line lateral for Recreation and Parks administration office was replaced.

2) Renovation of security fencing and gates at the Public Works Yard.

3) Remote overhead door openers were installed at Fire Station #2.

4) A new roof was installed on the north section of the Atkinson Building.

Added responsibility this year included:

1) A 4,000 sq.ft. recreation building at Sunrise Park.

2) A 1,000 sq.ft. addition to the Police Department.

3) An additional 12,000 sq.ft. of office space at 314 West Cook Street.

Project maintenance hours were slightly higher this year due to the Paul Nelson Pool filtration system renovation. This project was started in early December, 1991, and completed in mid-January, 1992. The project included replacing the old manual sand filters with new automatic backwash filters. All related six-inch metal piping was replaced with six-inch plastic pipe. The facility's main water line was replaced and repairs were made to the pool's fiberglass surface.

The Division's goals are being accomplished in most areas. The preventive maintenance program for heating, ventilating, and air conditioning (HVAC) has proved effective again this year with a 3.5% decrease in maintenance operating cost. One of the Division's goals for this year was to increase our operating savings from the previous year of 1.5%. The HVAC replacement program was put on hold because of budget reduction measures. The scheduled facility painting program has been deferred due to the lack of staffing.

Division health and safety programs are serving the Division well. All staff are highly motivated to maintain an excellent safety record. Safety and equipment training information, available through Risk Management, has been very helpful.

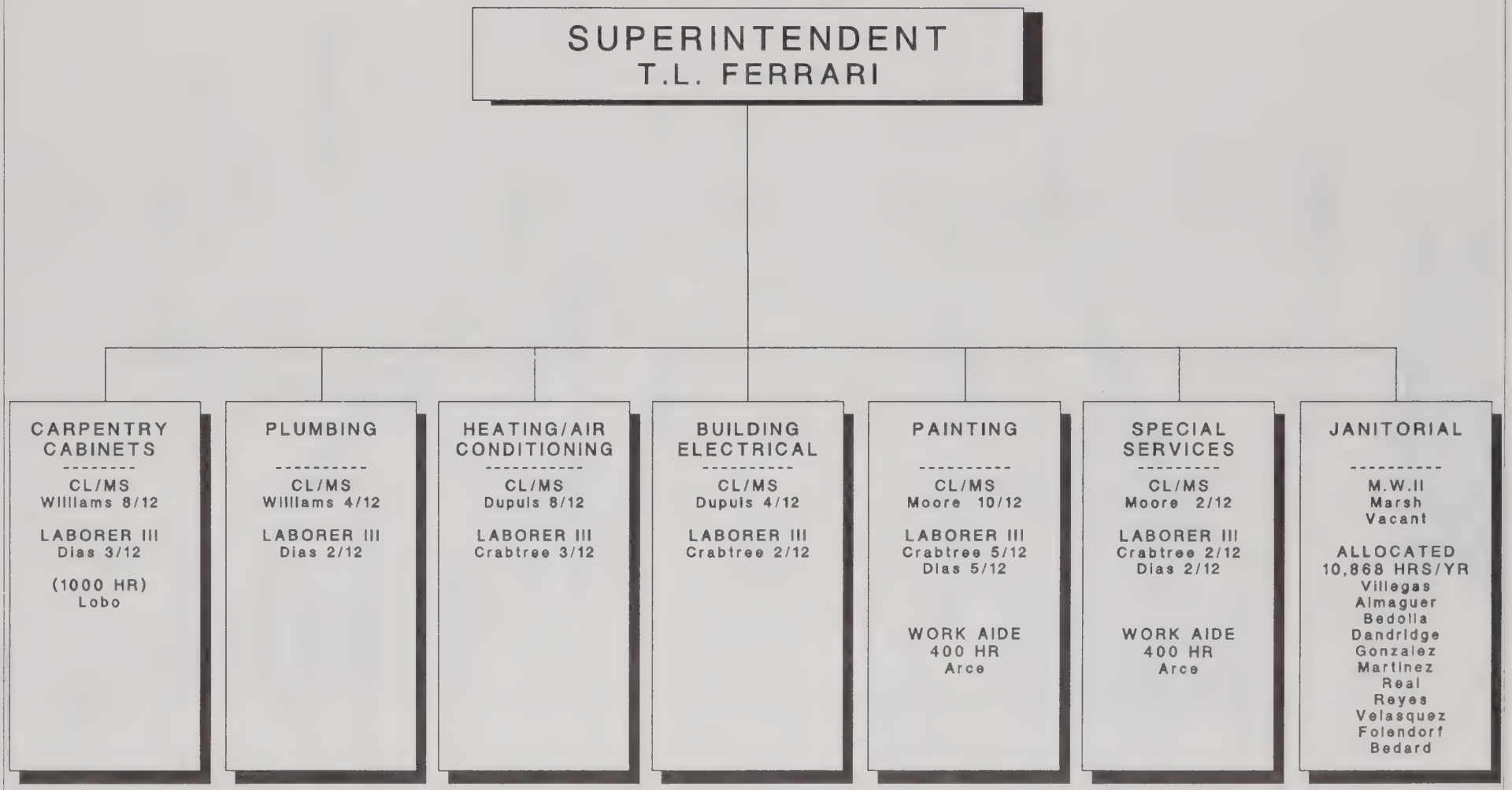
A division goal for the coming year is improvement of our preventive maintenance program for existing plumbing and electrical systems. Since the success of these programs will be directly proportional to funding applied, the division will pursue rebate programs offered by local utility companies and the State of California Energy Commission to help finance this effort.

FIGURE 3

CITY OF SANTA MARIA

DEPARTMENT OF PUBLIC WORKS
BUILDING MAINTENANCE DIVISION

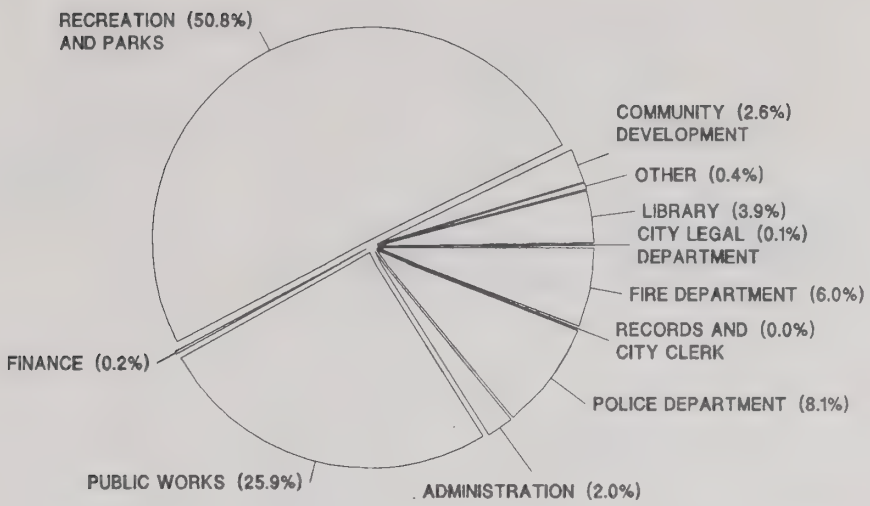
ORGANIZATION CHART 1991-1992



CITY OF SANTA MARIA

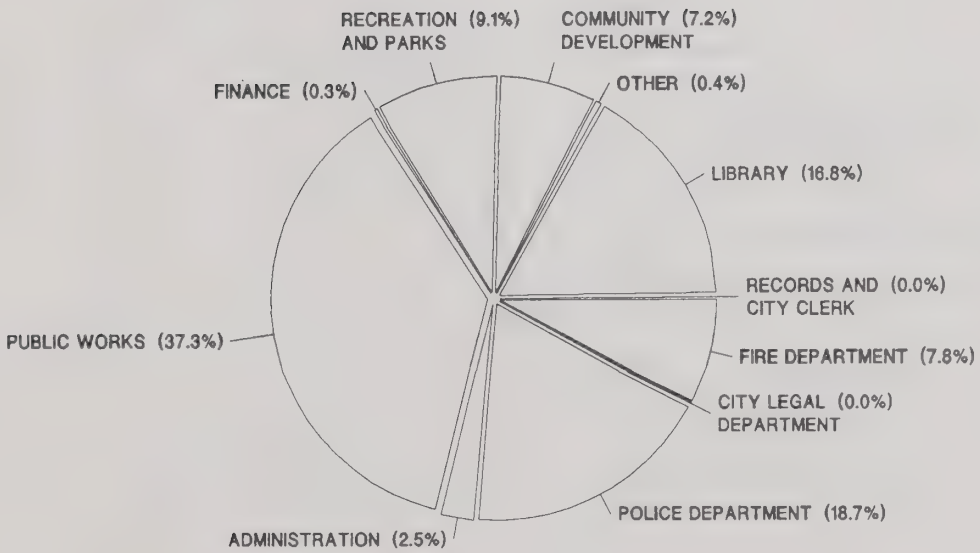
BUILDING MAINTENANCE DIVISION
WORK PERFORMED FOR DEPARTMENTS

Materials Cost



TOTAL COST= $140,250.29

Total Hours



TOTAL= 22,789

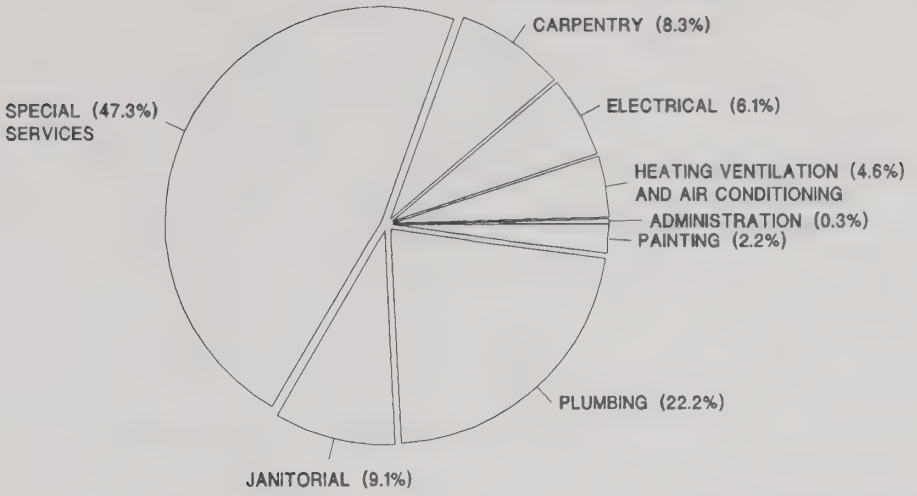
FIGURE 4

CITY OF SANTA MARIA

BUILDING MAINTENANCE DIVISION

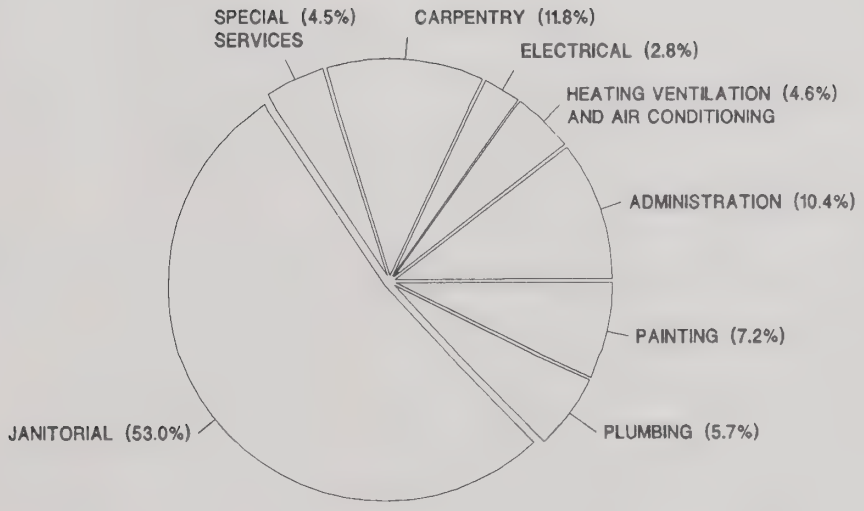
WORK CATEGORY PERFORMED

Materials Cost



TOTAL COST= $140,250.29

Total Hours



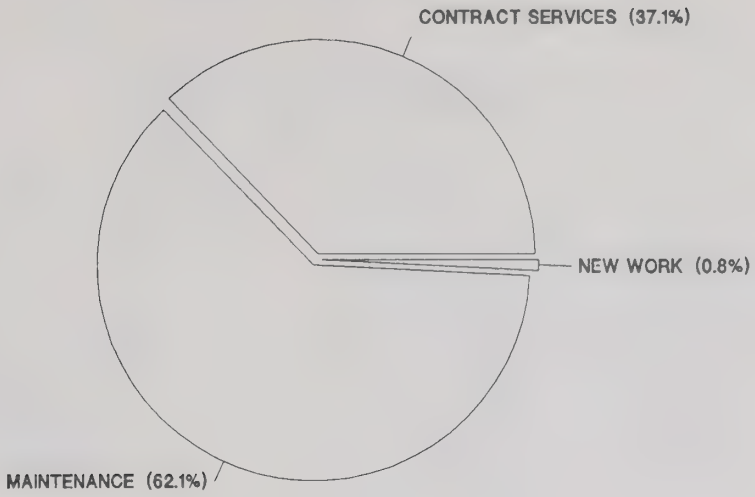
TOTAL= 22,789

FIGURE 5

CITY OF SANTA MARIA

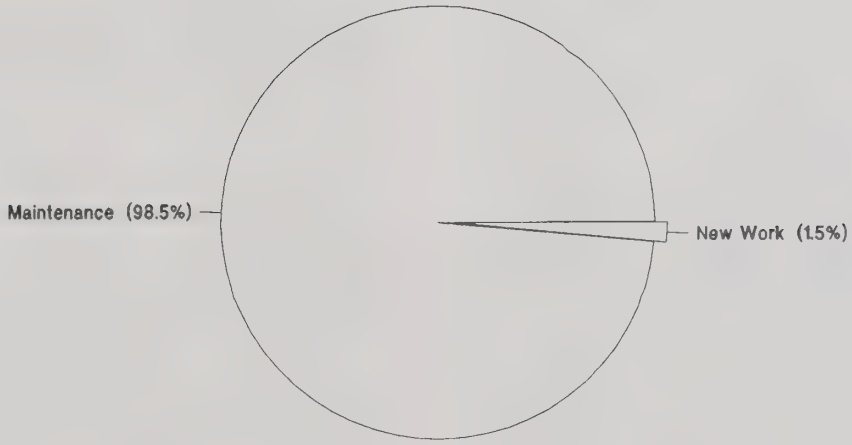
BUILDING MAINTENANCE DIVISION
WORK TYPE/CAUSE PERFORMED

Materials Cost



TOTAL COST= $140,250.29

Total Hours



TOTAL= 22,789

FIGURE 6

ENGINEERING DIVISION

Organization and Resources

The Engineering Division is currently organized into five sections:

1) Support Services
2) Development and Planning
3) Capital Improvements
4) Construction Management
5) Transportation and Traffic

These five sections provide private development design review, construction inspection, public sector design engineering, and construction management services as needed for the planning, design, and construction of public facilities. In Fiscal Year 1991-1992 the division had sixteen full time positions, two permanent part time positions, four temporary service employees, and two summer interns. Figure 7 illustrates the division's organizational structure and personnel assignments.

In August, Richard Sweet shed the qualifier "Acting" from in front of his title when he received the appointment as City Engineer. He then moved to reorganize his staff in accordance with the independent audit of the division performed the preceding year. David Whitehead came on board in September as Associate Civil Engineer-Capital Projects Section. In March Sandy Buckstaff was hired as Associate Civil Engineer-Development and Planning Section which enabled Debra Larson to move laterally into the lead role in the Transportation and Traffic Section. Lee Diaz stayed on within that section as the head of the now more narrowly-focused Transit Administration function. Only the Construction Management Section, with Cliff Serres as its Associate Civil Engineer, and the Support Services Section with Stephanie Swarner as the secretary, did not undergo a change in leadership or responsibilities.

During the year, as various City-initiated projects wound to a close and as budgetary constraints began to be felt, the Division's staffing level was reduced accordingly. Thus, as the Town Center West Project neared completion, the full time contracts of Temporary Service Senior Public Works Inspectors Jerry Davis and Jack Nys were allowed to lapse, and thereafter each individual was utilized on a project-by-project basis until his services were no longer required. Jerry Davis' service ended in May and Jack Nys' ended in June. Similarly,

Temporary Service Associate Civil Engineer Jim Bass was shifted during the year from working on capital projects as they declined somewhat in priority to performing development review activities. As the backlog of work in the Development Section was reduced Jim's contract was allowed to expire. His service was concluded in April. Finally, Assistant Draftsperson Ginny Derrick resigned in June to take a position in Washington state. Her position was eliminated in the following fiscal year budget.

Figure 8 shows the major activities of this division with respective approximate hours portrayed as percentages of the division's total staff hours. Ninety four percent of the budgeted salary allocation of $597,316 was utilized.

Support Services

In Fiscal Year 1991-1992 this section was comprised of two (2) full time and one (1) part time employees and performed the clerical support activities of the Engineering Division. This includes handling all written correspondence for all four of the other sections within the Division as well as the City Engineer, preparing, reproducing, and binding public contract specifications for formal and informal projects for bidding purposes, and performing a variety of filing, indexing, and records-keeping activities for the Division as a whole.

Development and Planning

This section is primarily responsible for reviewing public infrastructure improvement requirements for private development proposals consistent with City policy and ensuring that those requirements are incorporated into the plans from which the private developments are constructed. Thus, the bulk of the section's activities are split into two distinct yet sequential and interrelated areas: (1) the review and imposition of public infrastructure improvement requirements upon a variety of applications, including General Plan Amendments, Zoning Changes, Use and Planned Development Permits, Environmental Clearances, Lot Line Adjustments, and Subdivisions; and (2) the technical, engineering review of, among other things, Building Site Plans, Grading and Drainage Plans, Public Improvement Plans, and Subdivision Parcel Maps and Final Maps. Approximate numbers of applications and maps and plans (including resubmittals) for which review was completed in Fiscal Year 1991-92 are among those given in the tables below:

Application Type	Number Reviewed
General Plan Amendments	3
Zone Changes/Planned Development Permits	35
Use Permit	13
Environmental Clearance	44
Lot Line Adjustments	17
Tentative Parcel Maps	9
Tentative Subdivision Maps	13

Plan Type	Number Reviewed
Building Site Plans	113
Grading and Drainage Plans	32
Public Improvement Plans	87
Subdivision Parcel Maps	8
Subdivision Final Maps	8
Landscape Plans	48
Easements/Abandonments	42
Certificates of Correction	5
Annexation Maps	4

Subdivision Data	Number
Subdivisions Recorded	15
New Lots Created:	
Residential	329
Commercial	14
Industrial	6
Common/Other	17

The typical turnaround time for applications reviewed over Fiscal Year 1991-92 held relatively constant at six weeks, although toward the end of the year the turnaround time diminished to closer to four weeks. The same was true for plans reviewed. This was directly attributable to the fact that as Fiscal Year 1991-92 drew to a close the prolonged nationwide economic downturn and building slowdown began to be fully felt in the City of Santa Maria. New development applications leveled off well below the peaks experienced the preceding several years. What this resulted in was a re-orientation in focus from short term to long term issues and a redistribution in resources.

In re-orienting the division's focus from short term to long term issues and redistributing resources, significant amounts of time and energy were devoted to review and comment regarding the Environmental Impact Report for the proposed City Sphere of Influence Boundary Expansion and Concurrent Annexation and the Specific Plans for the areas proposed to be annexed, to developing projections of regional infrastructure elements which will be necessitated in the coming years by both growth within the existing city boundary and growth attributable to annexation and development of lands currently outside the city; to updating the Public Facilities Element of the General Plan to reflect current and proposed demands to be placed upon such facilities; to studying and deriving possible impact and mitigation fee schedules to address public infrastructure needs of the city occasioned by growth, development, and redevelopment; and to preparing a long-overdue update of city public infrastructure design and development standards and specifications.

Capital Improvements

Table 1A shows the 17 formal projects and 2 informal projects for which the Capital Improvements Section furnished design support. Staff prepared in-house full design bid packages for seven of these projects. The remaining projects were designed by consultants and staff carried the bid packages through advertisement, bid opening, and award.

In all, this section administered projects with a total value of $4,891,200.

Several projects maintained or improved existing elements or added new elements to the City's water supply system. A new water well, Number 12S, was designed, complete with site improvements and a transmission line, to produce and deliver potable water to City residents. Another possible water source, this one located within the City's Parks Yard (McClelland Test Well), was investigated. Two existing wells were rehabilitated, an effort which increased well efficiency and reduced electrical power consumption. The City received rebates from PG&E for performing this work. Also, a new control system was designed so that when installed next fiscal year all elements of the City's water system will be able to be operated at optimal efficiency.

A new facility, the Household Hazardous Waste Collection Facility (HHWCF), was designed and built utilizing a $45,000 state grant at the City landfill to provide City residents with an ecologically safe way of disposing of such wastes as used paint, batteries, motor oil, antifreeze, pesticides, and flammables. These materials can then be properly disposed of at an appropriate disposal site. The City also investigated possible landfill gas production and groundwater impacts. Considerable effort continues to be expended to further develop our landfill monitoring network.

Robert F. Grogan Park design was completed. This new addition to the City's Parks system is located on Rancho Verde Drive in the northwest corner of Santa Maria. The park includes a multi-purpose building , a playground accessible to disabled persons, and a stormwater runoff retention basin.

The Airport Trunk Sewer Line was designed to replace an undersized sewer line at the Santa Maria Airport and carries flows generated within the McCoy Sewer Basin to the Southwest Trunk Line. Design of the new DeJoy Trunk Line also proceeded substantially, with most of the progress being made in right-of-way issues. This job will be constructed next fiscal year.

Several street projects were designed and bid to address a variety of street problems and deficiencies encountered around the City. Included in this work was the installation or rehabilitation of cross gutters, handicap ramps, traffic signals, and street widenings.

The Capital Improvement Section also administered over 55 agreements for professional services (APS) on behalf of other City departments and Public Works divisions (Table 1B), 28 of which were completed during

Fiscal Year 1991-92. Administrative tasks carried out in the course of such work included scoping, solicitation for proposals, evaluation and interviews, price negotiation, agreement execution, tracking, progress payments, contact deliverables review and approval, amendments, and closure. Technical support activities included research and data gathering, design, and regulatory coordination and response. Among the more notable agreements (those requiring significant support activity on the part of the Engineering Division, Capital Improvements Section) were a series of agreements administered for the Solid Waste Division of the Public Works Department: the HHWCF, the Closure Plan for the landfill, the landfill site facility permit, the quarterly sampling and analysis of monitoring wells, the Article 5 plan, and the remediation action plan. The Water Division APS for the design of Well 12S and the Water System Telemetry also required considerable effort. Finally, staff assisted the Redevelopment Agency in its effort to upgrade the lighting in Parking Structure "A", to complete the construction of the Broadway Pedestrian Bridge. In sum, agreements for professional services totalled $2,537,583.

Construction Management

City-initiated projects completed during the reporting period are shown on Table 2. The contracts for these projects were administered and improvements were constructed during the 1991-92 fiscal year.

Noteworthy projects constructed for the Street Division during the year included the installation of six new traffic signals, the reconstruction of North Oakley, and the Street Maintenance project.

Water Division projects completed included the drilling of Well 12S and the modification of Wells 7S and 10S to allow for generator operation.

Redevelopment Agency contracts completed during the fiscal year amounted to 1.2 million dollars. The major project was the construction of the Broadway Pedestrian Bridge. This structure connects May Company and Santa Maria Town Center with Town Center West. Also completed, was the street lighting within the Neighborhood Conservation Target Areas #1 and #2 utilizing Community Block Grant Funds.

Other notable projects were the remodeling of the Police and Fire Stations along with revisions to the Safety Center parking lot. This was done in coordination with the Santa Barbara County Court House Expansion.

Private development of subdivisions, encroachment permits, and other work within

the public right-of-way are inspected by the personnel within this section. During the fiscal year eight subdivisions were finaled. One hundred eighty eight (188) residential lots, 48 condominium units, and eight commercial lots with a dollar value of infrastructure improvements accepted for public maintenance of $2,012,776.88 were completed during the period. Further information about private subdivisions is given in Table 3. There were 162 encroachment permits issued with a total value of $81,286.68. Income from the sale of standard specifications and miscellaneous documents amounted to $8,216.21.

Transportation and Traffic

In the spring of 1992 the Transportation and Traffic Section was reorganized as Debra Larson moved over from the Development and Planning Section. The Section is now staffed by one (1) full-time associate civil engineer who heads the section and one (1) full-time transit planning engineer. Assistance in the preparation of graphics for staff reports is provided by a permanent part-time draftsperson who nominally works under the Capital Improvements Section. The section can be easily divided into three distinct functions:

Transportation

The transportation role consists of staff work involved in advance transportation planning including regional planning (Santa Barbara County Association of Governments technical committees), review of traffic and circulation impact studies related to new development, preparation of federal and state funding applications for highway and street projects (Measure D - ½ cent sales tax, ISTEA, etc.), ensuring Congestion Management Program statute compliance, and related duties as required.

Traffic

The Traffic function includes engineering staff support to various City departments on traffic issues such as:

Police Department - speed zones, suggested route to school plans, signing and striping, and crossing guard warrants.

City Attorney's Office and Risk Manager - claims against the City involving traffic control devices and street and intersection design.

Community Development Department - traffic counts and traffic studies.

Public Works Department, Street Division support for the Electrical Section - traffic signal timing and street signing and striping.

The Traffic function also includes Traffic Committee obligations as the secretary for the Committee. This role involves public relations (complaints and requests), preparation of agendas, attendance at all meetings, preparation of minutes, follow-up with the public and the City Administrator's Office, and

preparation of items for City Council action. The Traffic Committee activity for the 1991-92 fiscal year is identified below.

Traffic Committee Activity		
1.	Meetings, monthly	12
2.	Curb zone and parking investigations	18
3.	Intersection studies	23
4.	Miscellaneous traffic control requests	14
5.	School safety items	9
6.	Speed zone items	14

Transit Administration

The Transit Administration function has foremost among its activities providing the administrative and management direction for Santa Maria Area Transit (SMAT). The annual report for the transit service system has been included in this report for the readers benefit.

SANTA MARIA AREA TRANSIT

1991/92 YEAR TO DATE

REPORT

FOURTH QUARTER OF FISCAL YEAR 1991/92

AND YEAR TO DATE

PREPARED FOR

SANTA MARIA CITY COUNCIL

Prepared by:

PUBLIC WORKS DEPARTMENT
Engineering Division
Transportation Section

Assisted by:

Santa Maria Organization of
Transportation Helpers (SMOOTH)

Finance Department

Mechanical Division

SUMMARY

Ridership, Revenue, and Expenditures

Fixed Route/Orcutt Shuttle

The fixed route system's fare box ratio in the fourth quarter was 23.6% and year to date was **24.0%**. Operating costs for this quarter were $136,045 and $531,582 for year to date. Ridership for the fourth quarter was 73,273 compared to 64,452 for the same fourth quarter of the 1990-91 fiscal year. This is an increase of 18%.

The fare box revenue for the fourth quarter was $31,255 and $119,196 for year to date and they both reflect on exceeding the required fare box ratio. In comparison the fare box revenue for 1990-91 fiscal year was $87,942.

Demand Response/Elderly and Handicapped

This service had a fare box ratio of 20.2% for the fourth quarter and a year to date ratio was 20.1%. Operating costs for the fourth quarter was $46,563 and $175,330 for year to date. Ridership continues at approximately 1600 passengers per month.

It should be noted that the above fare box ratio statistics include Measure D funds that were allocated to assist the frail and elderly services. The City is using these funds as local share of revenue to improve the fare box ratio. With these additional funds this service exceeds the required State fare box ratio of 10%.

Special Health Service

This service, which provides transportation to medical facilities in the Santa Barbara area, continues to operate in a satisfactory manner. The participating agencies of Santa Maria, Guadalupe, Lompoc, and the County have agreed to continue the service and are providing their share of costs.

The fare box ratio for the fourth quarter was 20.2% and year to date was 21.1%.

Contractor Activities

SMOOTH continued to operate the SMAT system in a satisfactory manner during the fourth quarter. SMOOTH also submitted their monthly statistical reports on a timely basis and attended the monthly staff transit meetings. Staff's review of these reports indicated no major problems and SMOOTH was able to resolve all issues regarding complaints and requests. Service delays were at acceptable levels during the fourth quarter.

Staff Activities

The engineering staff's work included the SMAT operating contract administration, Federal Transit Administration (FTA) (formerly the Urban Mass Transportation Administration (UMTA)) and Santa Barbara County Association of Governments (SBCAG) reports and documents. The State of California's Performance Audit conducted by SBCAG was recently completed and a final report was sent to the City Administrator's office. During the fourth quarter work was started on updating the Short Range Transit Plan.

The Mechanical Division maintained all the buses with no major problems or interruptions of service and the Finance Department supported this division with all financial reports required for the SMAT system. The specifications for three additional buses and four replacement buses were completed and the bid package was sent to the Purchasing Agent. The bus pull-out project plans for bus stops on Main Street and Broadway are almost complete. If funds are available, staff is reviewing the inclusion of bus stop improvements along the East Orcutt Frontage Road.

Staff continues to work on the American Disabilities Act (ADA) plan for all the SMAT services. The ADA plan requires that all public agencies that operate fixed route transit service to the general public must also provide complementary paratransit service to people who are unable to use accessible fixed route service. The plan was submitted on January 26, 1992, has been received by FTA and filed. An access advisory committee is being formed and the first meeting will be scheduled for August, 1992.

System Operations

The day to day operations of the SMAT system continued to operate in a satisfactory manner. Interruption of service was minimal due to defective equipment. Route 3 and 5 in the fixed route system is still experiencing full loads and delays. This results in leaving passengers at bus stops and staying on schedule. Staff is reviewing this problem and has an interim solution for Route 5 by rerouting around the Valley Hospital and adjacent medical offices to keep the bus on schedule. A new bus-pullout recently constructed on the south side of Stowell Road adjacent to Valley Hospital will be used as the bus stop for this area.

There were no reported accidents during the fourth quarter. Complaints and requests involving operational procedures were resolved by the City or SMOOTH staffs.

TRANSIT SYSTEM ACTIVITIES

Ridership, Revenue, and Expenditures

Fixed Route/Orcutt Shuttle

Ridership

The attached Exhibits "A" and "B" show the statistics and performance indicators for the fourth quarter and year to date. Exhibit "C" and "D" show the number of passengers for each of the fixed routes and type of ridership. Exhibit "E" illustrates the monthly passenger counts beginning on July, 1990 to June, 1992. Besides showing an increase in passengers, Exhibit "E" also illustrates the seasonal highs and lows.

Route 2, which serves the northwest section of the City, currently has the highest passenger count. We still anticipate that this may change when Route 1 is improved to a one-half hour headway instead of one hour with an additional bus by November, 1992.

Revenue/Operating costs

The year to date fixed route fare revenues were $119,196 with operating costs of $531,582 and the adjusted fare box ratio was 24.0%. With anticipated improvements from the updated Short Range Transit Plan more passengers should be generated and further improve the fare box ratio.

In comparison with the same period last year (year to date 6/30/92), the system had fare revenues of $87,942 and operating costs of $395,537 with a fare box ratio of 23.7%.

Demand Response/Elderly Handicapped

Ridership/Revenue/Operating Costs

Ridership for the fiscal year was 18,285. Operating costs for the fiscal year were $187,003. The fare box ratio ended was 20.1%. The fare box ratio reflects funds allocated from Measure D sales tax revenues.

Special Health Service

Ridership/Revenue

This special health service bus that goes to Santa Barbara twice a week continues to serve the needs of the north county area. Operating costs, ridership, and revenues are essentially the same every year and quarter. The year to date operating costs were $33,230 with fare revenues of $5,150 and a fare box ratio of 17.4%. Costs for this service are shared by the agencies of Lompoc, Guadalupe, and the County of Santa Barbara.

During this quarter SMOOTH continued to be funded by the La Vista Foundation for transportation services for braille students to Santa Barbara.

CONTRACTOR ACTIVITIES

Contractor Operations

The SMOOTH staff at the end of the fourth quarter included 2 supervisors, 3 dispatchers, 22 bus drivers, 1 bus porter, 1 part time clerk-typist, and 1 part time bookkeeper. There was one new hire and one termination during the fourth quarter. There were approximately 40 hours training for new drivers and other personnel. Evaluations, driver license and traffic citation checks were made for each new employee along with routine checks on existing drivers.

Marketing

A summary of marketing activities during the fourth quarter include the following:

* Bartering for radio station advertising for ads on buses
* Ads in S.M. Times
* Ad S.B. County Fair Brochure
* Ad in Swim Team Program.
* Booth at Senior's Health/Wellness event at Allan Hancock College.
* Booth at Chamber's Business Affair event
* Re-order of Bus Schedules

SMOOTH continued with their public relations program which included attending meetings of social and club organizations, public agencies, and other relevant councils and associations.

STAFF ACTIVITIES

The Engineering Division continued to monitor and administer the SMAT operations along with completing required assistance to the SBCAG and FTA. Attended monthly Transportation Technical Advisory Committee conducted by SBCAG.

This department continues to work with the Consultants, Crain & Associates, on the study to find a permanent transfer site within or adjacent to the Town Centers. A location has been selected and staff is reviewing conceptual plans for the site. Consultant will complete preliminary plans and prepare an estimate after staff determines which plan to proceed with.

Staff continues to work with the County of San Luis Obispo on providing bus services between the Town Center and the City of San Luis Obispo. The San Luis Obispo county staff is having difficulties in obtaining operating funds from their local agencies. It has been determined by the SLO county that if funding is not available the project may be delayed until July, 1993. SLO county has asked the City if they would contribute more towards the project. Staff responded in the affirmative if it did not exceed our budget. More recently, SLO County staff had the opportunity to apply for federal (ridesharing) funds for a bus. They claimed they did not have the staff time to apply for these funds and were not sure if they supported this project. The staff of San Luis Obispo Council of Governments then asked if Santa Maria would be interested in applying for these funds. Since the procedure involved only writing a letter to Caltrans requesting ridesharing federal funds, engineering staff agreed to do this. According to SLO County planning staff no local matching funds were required. As of this date no word has been received on approval for this grant.

SYSTEM OPERATIONS

Bus Maintenance

Other than routine maintenance and

road calls there were no major mechanical problems reported during this quarter. There was vandalism to the rear seats of several buses during this quarter. Most of the vandalism involved cut seats along with graffiti. The seats were replaced with hard plastic types instead of upholstered seats.

Service delays/missed trips

SMOOTH has provided a monthly list of missed trips and service delays for the fourth quarter. During this period there were 2 missed trips. A missed trip is when one-half or more of a fixed route is not serviced. The missed trips involved the need for a road call.

A service delay is defined as a delay for 10 minutes or more for the fixed route and 15 minutes for the demand response service. A review of the service delays indicates an average of 20 delays per month with an average of 12 minutes. All the delays were in the fixed route service. The monthly delays continue to be approximately 0.5% of the total time for the fixed route service. It should be noted that the majority of delays involved Route 5. Interim improvements have been made until the updated Short Range Transit Plan is completed.

SMOOTH reported that in the fourth quarter there were 18 occasions when a bus was full and involving 51 passengers that were left behind or a demand response bus was dispatched to pick them up.

Accidents

There were no reported accidents during the fourth quarter.

Requests/Complaints

There were several complaints received by City staff in the fourth quarter. They involved service improvements and suggestions that were consequently discussed with SMOOTH. The usual requests for out of town service were received during this quarter.

Attachments: Exhibit "A" Year to Date Stats
Exhibit "B" Fourth Quarter Stats
Exhibit "C" Passengers by Route
Exhibit "D" Fixed Route Ridership
Exhibit "E" F.R. Pass. by Month
Exhibit "F" Operating Costs and Revenues

rept692.smt

SMAT SYSTEM OPERATING DATA AND PERFORMANCE INDICATORS
91/92 FISCAL YEAR
YEAR TO DATE 6/30/92

SYSTEM DATA	FIXED ROUTE	DEMAND RESPONSE	SPECIAL HEALTH
Base Fare	$ 0.90	$ 0.75	
Vehicle Revenue Miles	232,114	75,539	20,381
Total Passengers	264,456	18,285	1,515
Revenue Passengers	226,529	---	---
Service Hours	16,455	6,048	921
Fare Revenue	$ 119,196	$ 15,778	$ 5,150
Local Share/Measure D	---	$ 19,313	---
Operating Cost	$ 531,582	$ 187,003	$ 33,230
Net Operating Cost	$ 496,053	$ 175,330	$ 29,677
PERFORMANCE INDICATORS	**FIXED ROUTE**	**DEMAND RESPONSE**	**SPECIAL HEALTH**
NET FARE BOX RATIO	**24.0%**	**20.1%**	**17.4%**
Cost Per Passenger	$ 2.01	$ 9.59	$ 21.93
Cost Per Revenue Mile	$ 2.29	$ 2.48	$ 1.63
Cost Per Service Hour	$ 32.30	$ 30.92	$ 36.08
Passengers Per Service Hour	16.07	3.02	1.65
Passengers Per Revenue Mile	1.14	0.24	0.07
Average Fare/Passenger	$ 0.45	$ 0.86	$ 3.40

Note: Above Indicators based on Operating Cost

stat692B.smt

EXHIBIT A

SMAT SYSTEM OPERATING DATA AND PERFORMANCE INDICATORS
91/92 FISCAL YEAR
FOURTH QUARTER 6/30/92

SYSTEM DATA	FIXED ROUTE	DEMAND RESPONSE	SPECIAL HEALTH
Base Fare	$ 0.90	$ 0.75	
Vehicle Revenue Miles	59,711	19,506	5,319
Total Passengers	73,273	4,554	375
Revenue Passengers	63,170	---	---
Service Hours	4,150	1,560	228
Fare Revenue	$ 31,255	$ 4,245	$ 1,414
Local Share/Measure D	-0-	$ 4,563	-0-
Operating Cost	$ 136,045	$ 46,563	$ 8,091
Net Operating Cost	$ 127,035	$ 43,665	$ 7,330
PERFORMANCE INDICATORS	**FIXED ROUTE**	**DEMAND RESPONSE**	**SPECIAL HEALTH**
NET FARE BOX RATIO	**23.6%**	**20.2%**	**19.3%**
Cost Per Passenger	$ 1.86	$ 10.23	$ 21.57
Cost Per Revenue Mile	$ 2.28	$ 2.39	$ 1.52
Cost Per Service Hour	$ 32.78	$ 29.85	$ 35.48
Passengers Per Service Hour	17.66	2.92	1.65
Passengers Per Revenue Mile	1.23	0.23	0.07
Average Fare/Passenger	$ 0.43	$ 0.93	$ 3.77

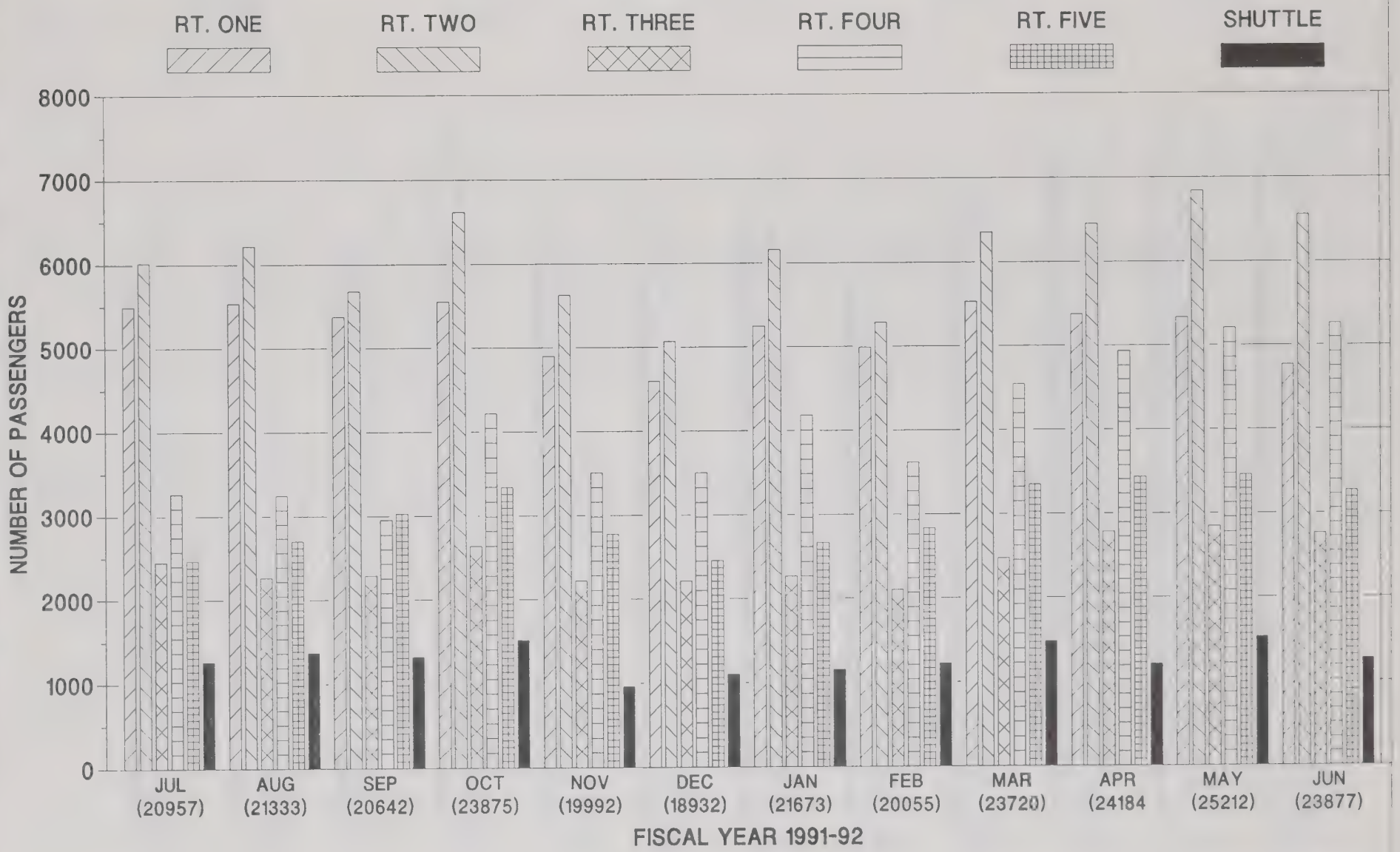
Note: Above Indicators based on Operating Cost

stat692A.smt

EXHIBIT B

SANTA MARIA AREA TRANSIT

PASSENGERS BY ROUTE



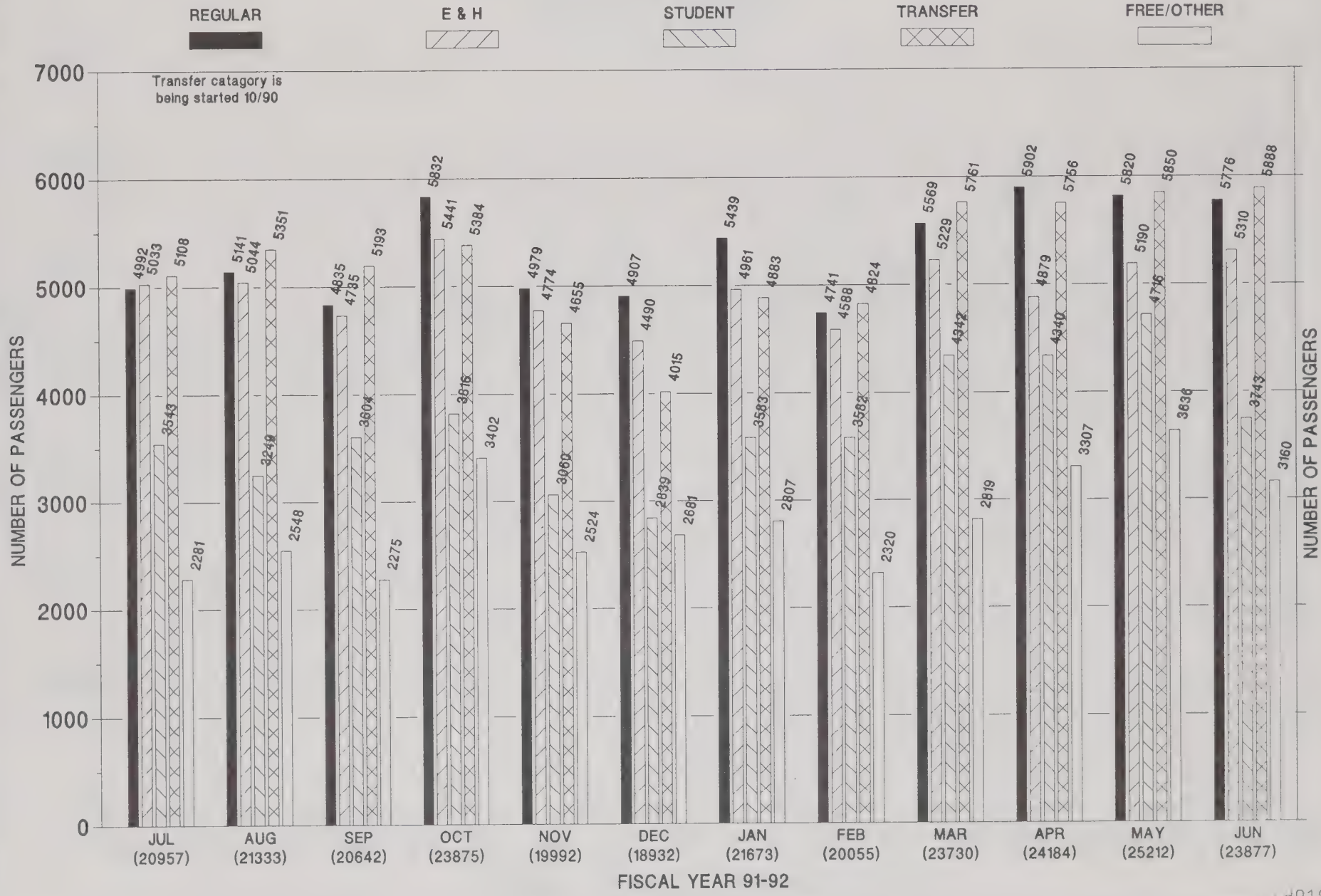
Public Works Dept./Engr. Div.
R9192

EXHIBIT C

EXHIBIT D

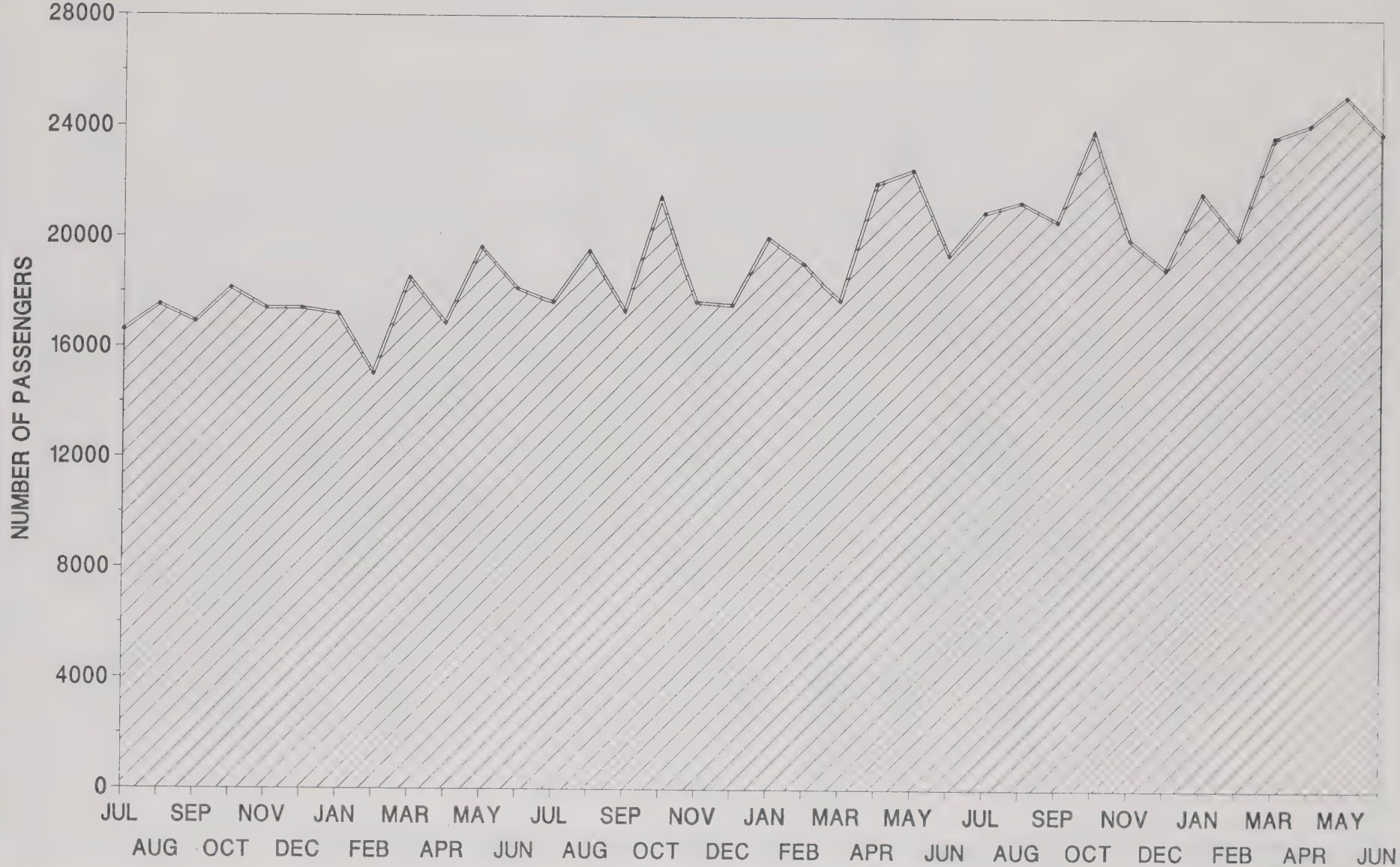
SANTA MARIA AREA TRANSIT

Fixed Route Ridership



SANTA MARIA AREA TRANSIT

PASSENGERS BY MONTH
FIXED ROUTE SERVICE

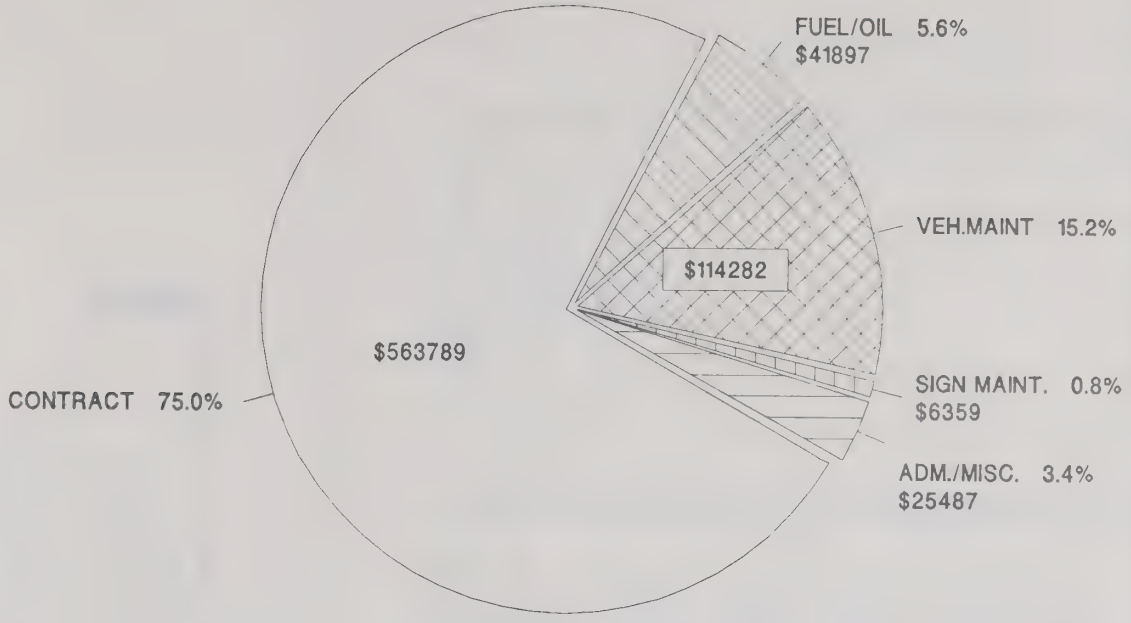

NUMBER OF PASSENGERS
28000
24000
20000
16000
12000
8000
4000
0
JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN

FISCAL YEARS 89/90,90/91,91/92

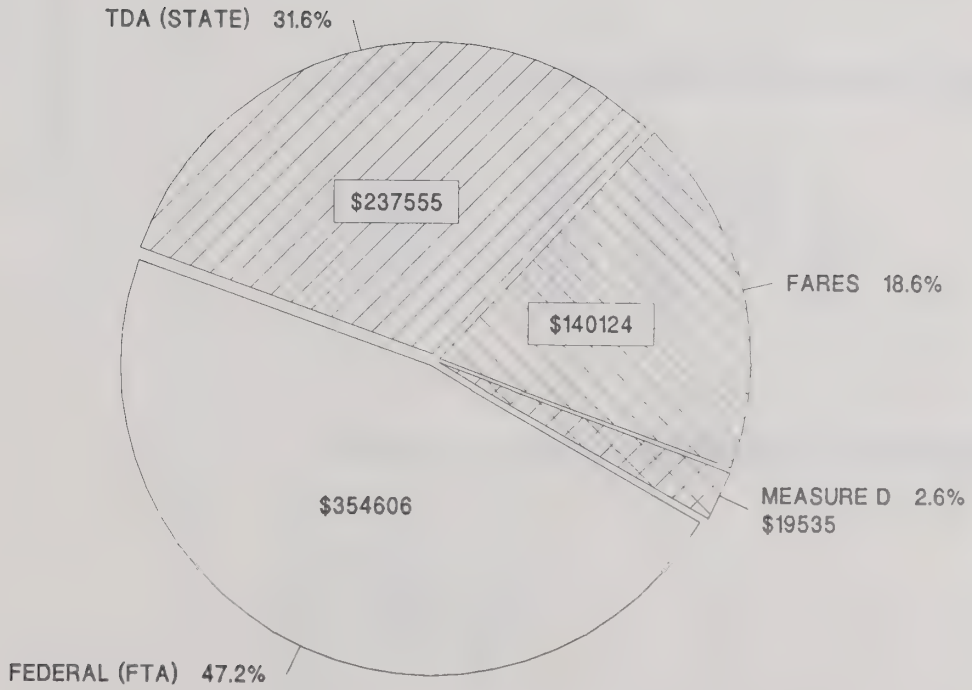
FRM03

EXHIBIT E

SANTA MARIA AREA TRANSIT
1991-92 FY



OPERATING COSTS



REVENUES (ESTIMATED)

EXHIBIT F

FIGURE 7

CITY OF SANTA MARIA
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION
ORGANIZATION CHART 1991-1992

CITY ENGINEER
R. G. SWEET

DEVELOPMENT & PLANNING
- ASSOCIATE CIVIL ENGINEER — Buckstaff
- ENGINEER TECHNICIAN III (2) — Rubcic, Ujano

CAPITAL IMPROVEMENT
- ASSOCIATE CIVIL ENGINEER — Whitehead
- JUNIOR CIVIL (1) ENGINEER — Frantz
- ENGINEERING TECHNICIAN III (1) — Kirkpatrick
- ASSISTANT DRAFTSPERSON — •• Wilks
- TEMP. SERVICE ENGINEER — ••• Bass
- ADMIN. INTERN — Derrick

CONSTRUCTION MANAGEMENT
- ASSOCIATE CIVIL ENGINEER — Serres
- SENIOR PUBLIC WORKS INSPECTOR (3) — ••• Nys, ••• Davis, ••• Lobo
- PUBLIC WORKS INSPECTOR — Kapka
- ENGINEERING TECHNICIAN III — Palato, Rios
- ENGINEERING TECHNICIAN II — Soares
- ENGINEERING INTERN — Abrams, Green

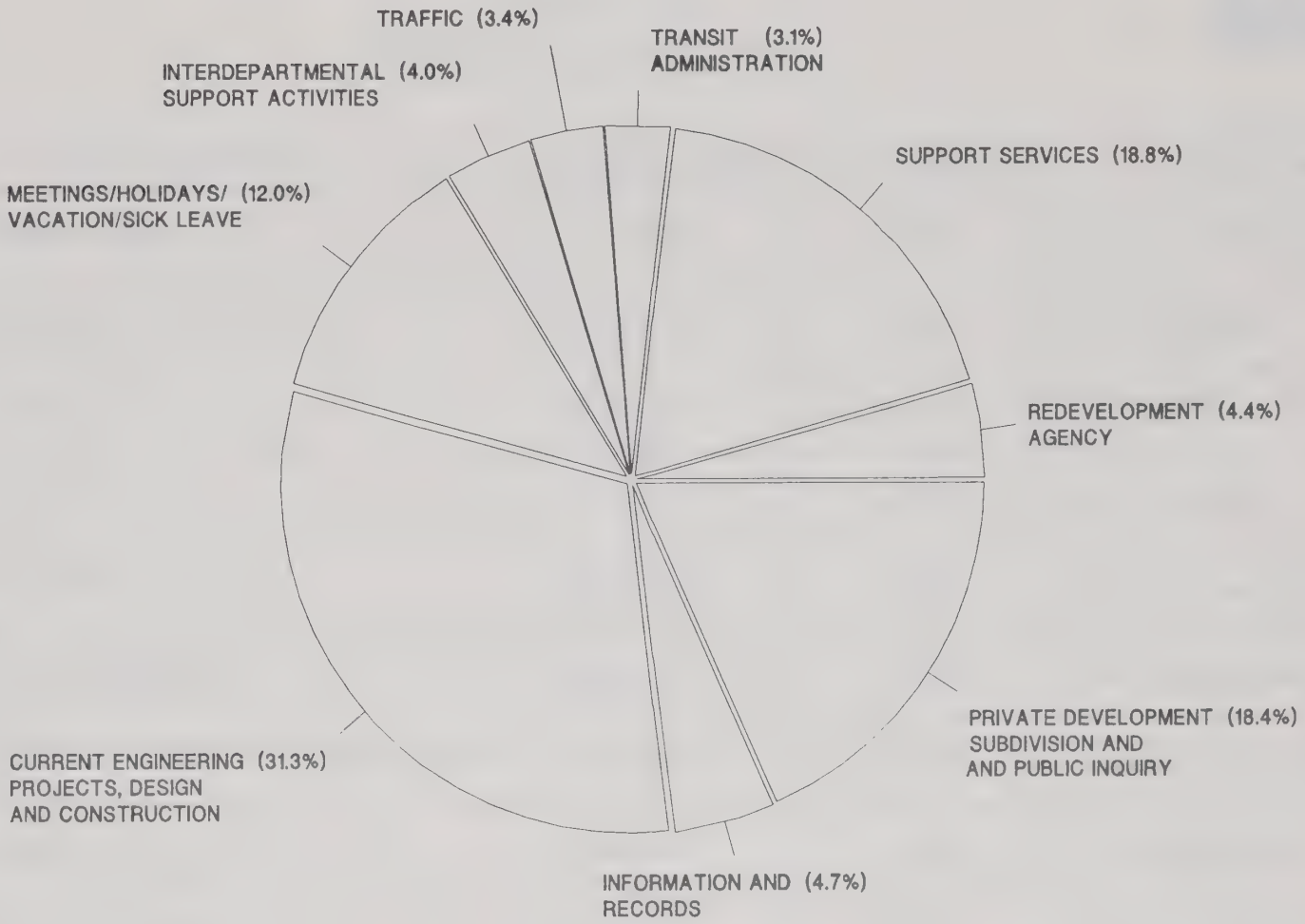
TRAFFIC AND TRANSPORTATION
- ASSOCIATE CIVIL ENGINEER — Larson
- TRANSIT PLANNING ENGINEER — Diaz

SUPPORT SERVICES
- SECRETARY I (1) — Swarner
- WORD PROCESSING OPERATOR (1) — Libis
- CLERK (1) — •• Brockett

•• PERMANENT PART TIME
••• TEMPORARY SERVICE EMPLOYEE

CITY OF SANTA MARIA

DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION
STAFF HOUR UTILIZATION REPORT 1991-1992

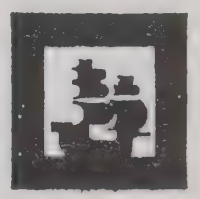


TOTAL STAFF HOURS 36,373

FIGURE 8

FIGURE 9 (1 of 2)

ENGINEERING DIVISION
CAPITAL IMPROVEMENT SECTION
TABLE 1A
PROJECTS DESIGNED



BID NO.	PROJECT DESCRIPTION	ENGINEER'S ESTIMATE	CALL FOR BIDS	DESIGN ENGINEER
92/01	RE-ROOF RESERVOIR NOS. 2 & 3	$ 35,000	11/5/91	CITY OF SANTA MARIA
92/02	REHABILITATE WELLS 7S & 8S	$100,000	11/5/91	RICK HOFFMAN
92/03	NEW WATER WELL 12S	$110,000	11/19/91	RICK HOFFMAN
92/04	MCCLELLAND TEST WELL	$110,000	2/18/91	RICK HOFFMAN
92/05	TRANSMISSION WATERLINE WELL 12S	$305,000	11/19/91	SKYWAY ENGINEERING
92/06	4 TRAFFIC SIGNALS INSTALLATION	$400,000	12/03/91	ASSOCIATED TRANSPORTATION ENG.
92/07	HOUSEHOLD HAZARDOUS WASTE COLLECTION FACILITY	$150,000	1/07/92	EMCON & ASSOCIATES
92/08	ROBERT F. GROGAN PARK	$800,000	1/07/92	PURKISS/ROSE-RSI
92/09	WELL 12S SITE DEVELOPMENT	$272,000	1/07/92	SKYWAY ENGINEERING
92/10	WEED ABATEMENT AND REMOVAL	$ 21,000	2/04/92	CITY OF SANTA MARIA

PROJECT FILE NO.: 92SRT1A1 DATE: AUGUST 3, 1992

FORM NO.: A92-1001

FIGURE 9 (2 of 2)

ENGINEERING DIVISION
CAPITAL IMPROVEMENT SECTION
TABLE 1A
PROJECTS DESIGNED

BID NO.	PROJECT DESCRIPTION	ENGINEER'S ESTIMATE	CALL FOR BIDS	DESIGN ENGINEER
92/11	ENOS STORM DRAIN	$382,000	1/21/92	S. B. COUNTY FLOOD CONTROL DISTRICT
92/12	NEIGHBORHOOD CONSERVATION PROGRAM AREA 2	$223,000	2/01/92	CITY OF SANTA MARIA
92/13	AIRPORT TRUNK LINE	$961,700	4/07/92	JOHN CAROLLO ENGINEERS
92/14	ELKS FIELD FENCING	$ 15,000	3/17/92	CITY OF SANTA MARIA
92/15	WATER SYSTEM TELEMETRY	$400,000	4/07/92	JOHN CAROLLO ENGINEERS
92/16	STREET IMPROVEMENT PROJECT 1992	$220,000	4/21/92	CITY OF SANTA MARIA
92/17	LANDFILL GAS & WATER MONITORING PROJECT	$381,000	4/21/92	CIRRUS ENVIRONMENTAL
INFORMAL	REPAIR SEWER MANHOLE @ PINE & COOK	$ 2,500		CITY OF SANTA MARIA
INFORMAL	INSTALL NEW SEWER LATERAL @ REC & PARKS BLDG	$ 3,000		CITY OF SANTA MARIA
	TOTAL:	$4,891,200		

PROJECT FILE NO.: 92SRT1A2 DATE: AUGUST 3, 1992

FORM NO.: A92-1001

FIGURE 9A (1 of 6)

ENGINEERING DIVISION
CAPITAL IMPROVEMENT SECTION
TABLE 1B
PROFESSIONAL SERVICE AGREEMENTS

DIVISION	AGREEMENT DESCRIPTION	NOT TO EXCEED	STATUS % COMPLETE	CONSULTANT
SOLID WASTE	LANDFILL LOAD-CHECKING PROGRAM	$ 4,300	100%	EMCON & ASSOCIATES
SOLID WASTE	LANDFILL COMPLIANCE SCHEDULE	$ 8,200	100%	EMCON & ASSOCIATES
WASTE WATER	BRINE INJECTION WELL ANALYSIS	$72,725	96%	JOHN CAROLLO ENGINEERS
SOLID WASTE	SITE OPERATIONS PLAN HHWCF	$22,500	100%	EMCON & ASSOCIATES
SOLID WASTE	SITE ASSESSMENT	$41,925	100%	EMCON & ASSOCIATES
SOLID WASTE	PRELIMINARY CLOSURE/POSTCLOSURE MAINT. PLAN	$101,815	90%	EMCON & ASSOCIATES
REDEVELOP-MENT	PARKING STRUCTURE "A" EVALUATION/DESIGN	$10,000	41%	APPLIED ENGINEERING
WATER	DESIGN WELL 12S	$90,140	84%	SKYWAY ENGINEERING
ENGINEERING	PREPARE MAP FOR 3 LOTS ON CANYON DRIVE	$ 8,240	100%	FARGEN SURVEYS
REC & PARKS	ADAM PARK NUISANCE WATER BYPASS	$ 3,650	100%	SKYWAY ENGINEERING

PROJECT FILE NO.: 92SRT1B1 DATE: AUGUST 21, 1992 FORM NO.: A92-1001

FIGURE 9A (3 of 6)

ENGINEERING DIVISION
CAPITAL IMPROVEMENT SECTION
TABLE 1B
PROFESSIONAL SERVICE AGREEMENTS

DIVISION	AGREEMENT DESCRIPTION	NOT TO EXCEED	STATUS % COMPLETE	CONSULTANT
WASTE-WATER	DESIGN GRIT/SNAIL REMOVAL SYSTEM	$ 20,284	100%	ES-2 ENVIRONMENTAL
REC & PARKS	REHABILITATE PAUL NELSON POOL FILTERS	$ 3,800	100%	ROWLEY INTERNATIONAL
ENGINEERING	LIBERTY SUBDIVISION P.I.P.'S AND MAPS	$ 47,622	100%	DENNIS BETHEL & ASSOCIATES
SOLID WASTE	DESIGN VERIFICATION MONITORING WELLS	$ 15,000	100%	STAAL, GARDNER & DUNNE
WASTE-WATER	DEJOY TRUNK LINE EIR	$ 29,798	71%	INTERFACE
SOLID WASTE	DESIGN HOUSEHOLD HAZ. WASTE COLLECTION FAC.	$ 41,375	90%	EMCON & ASSOCIATES
REDEVELOP-MENT	OFF-SITE WORK NEAR PEDESTRIAN BRIDGE	$ 5,382	100%	DENNIS BETHEL & ASSOCIATES
ENGINEERING	POLICE DEPARTMENT CARPORT REMODEL	$ 45,542	100%	HALL.HURLEY.DEUTSCH
SOLID WASTE	QUARTERLY & ANNUAL SAMPLING, ANALYSIS OF WELLS	$ 49,500	100%	CIRRUS ENVIRONMENTAL
STREETS	TRAFFIC MODELING STUDY	$ 42,940	100%	ASSOCIATED TRANSP. ENGINEERS

PROJECT FILE NO.: 92SRT1B3 DATE: AUGUST 21, 1992 FORM NO.: A92-1001

FIGURE 9A (4 of 6)

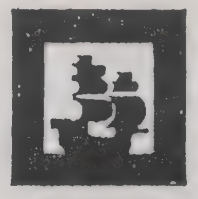
ENGINEERING DIVISION
CAPITAL IMPROVEMENT SECTION
TABLE 1B
PROFESSIONAL SERVICE AGREEMENTS

DIVISION	AGREEMENT DESCRIPTION	NOT TO EXCEED	STATUS % COMPLETE	CONSULTANT
WATER	STATE WATER PROJECT STUDY	$ 69,184	93%	JOHN CAROLLO ENGINEERS
WASTE-WATER	WWTP AIRTOXICS PLAN	$ 8,125	8%	ES-2 ENVIRONMENTAL
SOLID WASTE	LANDFILL AIRTOXICS PLAN	$ 12,500	100%	CIRRUS ENVIRONMENTAL
SOLID WASTE	REMEDIATION ACTION PLAN	$ 16,227	57%	CIRRUS ENVIRONMENTAL
WATER	ADDITIONAL STATE WATER ENTITLEMENT	$ 14,540	85%	LAWRENCE, FISK, MCFARLAND
SOLID WASTE	VERIFICATION MONITORING WELLS	$ 28,000	100%	CIRRUS ENVIRONMENTAL
WASTE-WATER	PRETREATMENT LIMITS WWTP	$ 13,170	87%	JOHN CAROLLO ENGINEERS
WASTE-WATER	DESIGN DEJOY TRUNK LINE	$227,910	20%	JOHN CAROLLO ENGINEERS
SOLID WASTE	LANDFILL TOPOGRAPHY & SEQUENCING STAKING	$ 5,000	60%	WELCH SURVEYS
WATER/ W. WATER	WASTEWATER & WATER ANNEXATION FEES STUDY	$ 37,854	100%	JOHN CAROLLO ENGINEERS

PROJECT FILE NO.: 92SRT1B4 DATE: AUGUST 21, 1992 FORM NO.: A92-1001

FIGURE 9A (5 of 6)

ENGINEERING DIVISION
CAPITAL IMPROVEMENT SECTION
TABLE 1B
PROFESSIONAL SERVICE AGREEMENTS



DIVISION	AGREEMENT DESCRIPTION	NOT TO EXCEED	STATUS % COMPLETE	CONSULTANT
SOLID WASTE	QUARTERLY & ANNUAL SAMPLING, ANALYSIS WELLS 92	$100,630	59%	CIRRUS ENVIRONMENTAL
SOLID WASTE	DESIGN LANDFILL DRAINAGE & VARIOUS FACILITIES	$ 59,800	52%	STAR ENGINEERING
STREETS	DRAINAGE FEE STUDY	$ 16,500	70%	PENFIELD & SMITH
SMAT	DESIGN BUS PULLOUTS	$ 15,608	79%	VALENZUELA ENGINEERING
SOLID WASTE	LANDFILL HISTORICAL SEARCH	$ 7,535	100%	CIRRUS ENVIRONMENTAL
STREETS	PAVEMENT MANAGEMENT SYSTEM	$ 49,550	100%	ITX CARTER & ASSOCIATES
SOLID WASTE	ARTICLE 5 PLAN	$ 80,000	80%	I.T. CORPORATION
STREETS	DEPOT STREET EXTENSION PRE-DESIGN	$ 6,350	70%	ASSOCIATED TRANSP. ENGINEERS
SOLID WASTE	MINING PERMITS	$ 29,700	17%	BISSEL & KARN
SOLID WASTE	NPDES STORMWATER PROTECTION PLAN	$ 29,950	59%	PENFIELD & SMITH

PROJECT FILE NO.: 92SRT1B5 DATE: AUGUST 21, 1992

FORM NO.: A92-1001

FIGURE 9A (6 of 6)

ENGINEERING DIVISION
CAPITAL IMPROVEMENT SECTION
TABLE 1B
PROFESSIONAL SERVICE AGREEMENTS

DIVISION	AGREEMENT DESCRIPTION	NOT TO EXCEED	STATUS % COMPLETE	CONSULTANT
SOLID WASTE	DESIGN LANDFILL GAS & WATER MONITORING	$130,300	8%	CIRRUS ENVIRONMENTAL
STREETS	TRAFFIC CONTROL DEVICES INVENTORY	$ 30,000	35%	ASSOCIATED TRANSP. ENGINEERS
WASTE-WATER	WWTP MASTER PLAN	$151,533	0%	JOHN CAROLLO ENGINEERS
WATER/SEWER	GENERAL PLAN UPDATE - WATER & SEWER	$ 55,650	16%	JOHN CAROLLO ENGINEERS
STREETS	GENERAL PLAN UPDATE - DRAINAGE	$ 36,000	0%	PENFIELD & SMITH
SMAT	TRANSIT CENTER FEASIBILITY STUDY	$ 37,805	90%	CRAIN & ASSOCIATES
SOLID WASTE	ANNUAL MONITORING WELL REPORT	$ 4,375	100%	CIRRUS ENVIRONMENTAL
	TOTAL:	$2,537,583		

PROJECT FILE NO.: 92SRT1B6 DATE: AUGUST 21, 1992 FORM NO.: A92-1001

FIGURE 10 (1 of 2)

ENGINEERING DIVISION
CONSTRUCTION MANAGEMENT SECTION
TABLE 2
PROJECTS CONSTRUCTED

BID NO.	PROJECT DESCRIPTION	FINAL CONSTRUCTION COST	COUNCIL		CONTRACTOR
			AWARD	ACCEPTANCE	
90/19	SIGNAL INSTALLATION AT McCOY LANE/MILLER AND SANTA MARIA WAY/SUNRISE DRIVE	$172,523.25	06/19/90	11/05/91	LEE WILSON ELECTRIC CO. P.O. BOX 250 ARROYO GRANDE, CA 93421
91/01	SIGNAL INSTALLATION AT SKYWAY/McCOY AND EAST MAIN/PALISADE	$203,452.89	09/18/90	11/05/91	SMITH ELECTRIC CO. P.O. BOX 1297 SANTA MARIA, CA 93456
91/04	SIGNAGE FOR PARKING STRUCTURES "A" AND "B"	$59,116.00	04/16/91	12/03/91	GRAPHIC DISPLAY 2401 HERMOSITA GLENDALE, CA 91208
91/06	STREET RECONSTRUCTION – 1991	$647,539.98	01/08/91	11/05/91	S. P. MILLING COMPANY P.O. BOX 71 SAN LUIS OBISPO, CA 93406
91/07	BROADWAY PEDESTRIAN BRIDGE, SANTA MARIA TOWNCENTER (PHASE VIII)	$792,812.80	05/07/91	04/07/92	A. J. DIANI CONSTRUCTION CO., INC. P. O. BOX 636 SANTA MARIA, CA 93456
91/08	ELECTRICAL MODIFICATIONS TO WELLS 7S AND 10S	$35,498.70	01/08/91	03/17/92	LEE WILSON ELECTRIC CO. P. O. BOX 250 ARROYO GRANDE, CA 93421
91/09	SANTA MARIA TOWNCENTER EAST, PHASE VII	$63,686.10	03/05/91	10/01/91	WHITAKER CONTRACTORS, INC. 22985 EL CAMINO REAL SANTA MARGARITA, CA 93453
91/11	CARD – LOCK FUEL DISPENSING SYSTEM	$82,691.19	05/07/91	04/07/92	SPIESS CONSTRUCTION CO., INC. P. O. BOX 2849 SANTA MARIA, CA 93457
91/13	SANTA MARIA LANDFILL MONITORING WELLS NUMBERS 9 & 10	$62,673.00	06/04/91	01/07/92	BEYLIK DRILLING, INC. 3429 LONGVIEW DRIVE NORTH HIGHLANDS, CA 95660
91/15	NEIGHBORHOOD CONSERVATION PROGRAM – TARGET AREA #1	$219,643.17	06/18/91	03/17/92	SMITH ELECTRIC SERVICE P. O. BOX 1297 SANTA MARIA, CA 93456

PROJECT FILE NO.: 92ASRT21 DATE: AUGUST 4, 1992 FORM NO.: A92-1000

FIGURE 10 (2 of 2)

ENGINEERING DIVISION
CONSTRUCTION MANAGEMENT SECTION
TABLE 2 (CONTINUED)
PROJECTS CONSTRUCTED

BID NO.	PROJECT DESCRIPTION	FINAL CONSTRUCTION COST	COUNCIL		CONTRACTOR
			AWARD	ACCEPTANCE	
91/16	SANTA MARIA POLICE & FIRE STATION PARKING LOT CONSTRUCTION	$133,574.14	06/18/91	11/05/91	JOHN P. DONOVAN CONST. CO., INC. P.O. BOX 5549 SANTA MARIA, CA 93456
91/17	SANTA MARIA POLICE & FIRE STATION BUILDING REMODEL	$341,831.27	07/16/91	06/02/92	H AND A CONSTRUCTION 2001 22nd STREET, SUITE 110 BAKERSFIELD, CA 93301
91/18	STREET MAINTENANCE – 1991	$589,434.87	07/02/91	01/21/92	HAROLD S. PETERSON 9005 EL CAMINO REAL ATASCADERO, CA 93422
91/19	SANTA MARIA PARKING STRUCTURE "A" RELIGHTING PROJECT *TOTAL PROJECT COST INCLUDING SEPARATE LIGHTING FIXTURE PURCHASE	$27,639.17 *($97,962.53)	07/16/91	04/07/92	LEE WILSON ELECTRIC COMPANY P.O. BOX 250 ARROYO GRANDE, CA 93420–250
92/01	RE–ROOF RESERVOIR NUMBERS 2 & 3	$48,156.00	12/17/91	03/17/92	JAMES A. QUAGLINO, INC. 815–B FIERO LANE, P.O. BOX 1510 SAN LUIS OBISPO, CA 93406 (805) 543–0560
92/03	CITY OF SANTA MARIA NEW WATER WELL #12S	$103,731.64	01/07/92	04/21/92	FLOYD V. WELLS, INC. 1337 W. BETTERAVIA ROAD SANTA MARIA, CA 93455 (805) 925–8626
	TOTAL	$3,654,327.53			

FIGURE 11 (1 of 1)

ENGINEERING DIVISION
CONSTRUCTION MANAGEMENT SECTION
TABLE 3
SUBDIVISIONS INSPECTED AND ACCEPTED

SUBDIVISION DESCRIPTION	TYPE OF DEVELOPMENT	NUMBER OF LOTS	DATE OF ACCEPTANCE	DOLLAR VALUE OF INFRASTRUCTURE IMPROVEMENTS
GLOUCESTER, PHASE I, TRACT 5534	RESIDENTIAL	20	7/16/91	$85,476.88
COUNTRY CLUB VILLAGE III, TRACT 5562, UNIT I	RESIDENTIAL	54	6/2/92	$809,500.00
COUNTRY CLUB VILLAGE III, TRACT 5562, UNIT 2	PROFESSIONAL/ COMMERICAL	5	6/2/92	$107,500.00
COUNTRY CLUB VILLAGE III, TRACT 5562, UNIT 3	RESIDENTIAL	44	6/2/92	$260,000.00
FURUKAWA INDUSTRIAL PARK III, TRACT 5480	COMMERICAL	3	6/2/92	$42,300.00
THE GREENS AT COUNTRY CLUB VILLAGE TRACT 5381, PHASE II	RESIDENTIAL (CONDOMINIUM)	48	7/2/91	$15,000.00
RIO VISTA HOMES, TRACT 5577	RESIDENTIAL	15	8/6/91	$40,000.00
TERRACE PARK HOMES, TRACT 5585	RESIDENTIAL	55	1/7/92	$653,000.00
TOTAL:		188 RESIDENTIAL LOTS 48 CONDOMINIUM UNITS 8 COMMERICAL LOTS		$2,012,776.88

PROJECT FILE NO.: 92SRT3-1 DATE: NOVEMBER 12, 1992 FORM NO.: A92-1001

MECHANICAL MAINTENANCE DIVISION

This Division is responsible for the management of the City's entire fleet of operations vehicles and other similar equipment. The mobile and stationary fleet has approximately 330 pieces of equipment varying in size and type powered by gasoline or diesel. The major portion consists of passenger vehicles and trucks; the remainder includes miscellaneous power equipment from lawn edgers to Caterpillar D-8 bulldozers.

The maintenance program includes "in-house" minor and major engine repairs, tune-ups, general repairs, metal fabrication, minor body repairs, brake repairs, tire repairs, lubrication and an effective preventive maintenance program. An analysis is performed on each job to assure best overall economy and safety. This has resulted in operating the division with a minimum dollar budget. This division is unique in that it operates as a "pool" rental system for all the mechanical equipment used by all the department and divisions and entails the development of the specifications for purchasing of the same; keeps detailed records for equipment cost analysis and sets the rental rates for vehicles as well as the City radio communication units.

During fiscal year 1991-92, fleet vehicles traveled 1,812,812 miles, an increase of .5% from last year using some 296,798 gallons of fuel, a decrease of .2% from last year. There were 6,000 service fuel delivery tickets used during this period.

This division addressed 3,560 shop repair orders. This is an increase of 140 from last year.

Revenue from the Pool Rental Program and other reimbursements, as follows:

a. Comm. and Rental	$	66,816.00
b. Assigned and unassigned vehicles		1,775,044.32
c. Private party accident insurance		363.38
d. Sale of surplus vehicles and equipment		18,395.35
e. Services provided to other agencies		75,929.76
TOTAL	**$**	1,936,548.81

Due to budget cutbacks, communication and equipment rental charges were curtailed in February, 1992, for general fund supported equipment. Therefore, revenues are lower than last year. This action had no effect on utility or

restricted fund supported equipment such as water, sewer, streets, solid waste, and wastewater.

Police patrol and Santa Maria Area Transit (SMAT) accounted for the greatest number of miles traveled during 1991-92 fiscal year. Police patrol operated 18 black and white units (includes K-9) for a total of 511,383 miles, or an average of 2,368 miles (.01% increase from last year) per unit per month for the 12-month period.

SMAT operated 12 mini buses during the same period in providing door to door, fixed route and health services transportation compiling a total 336,553 miles traveled for the year or an average of 2,337 miles (.08% decrease from last year) per unit per month.

A fuel dispensing 'card loc' system has been installed for added security and efficiency. The keyless fueling system allows 24-hour dispensing to only city fleet vehicles. Also, a state of the art computerized Fleet Management System (FMS) has been purchased and includes the following features:

1) Fleet inventory control
2) Fuel card control system interface
3) Parts inventory controller
4) Repair order/inventory entry and correction
5) Fleet reports
6) Transfers and deletions
7) Vehicle and mechanic changes
8) PM internal scheduling and w/o check list
9) RO/inv/notes and fuel updates

FMS is tracking fuel inventory and providing daily fuel reports, however, due to the recent vacancy of the Fleet Analyst position, FMS data entry is on 'hold' at approximately 40% installed.

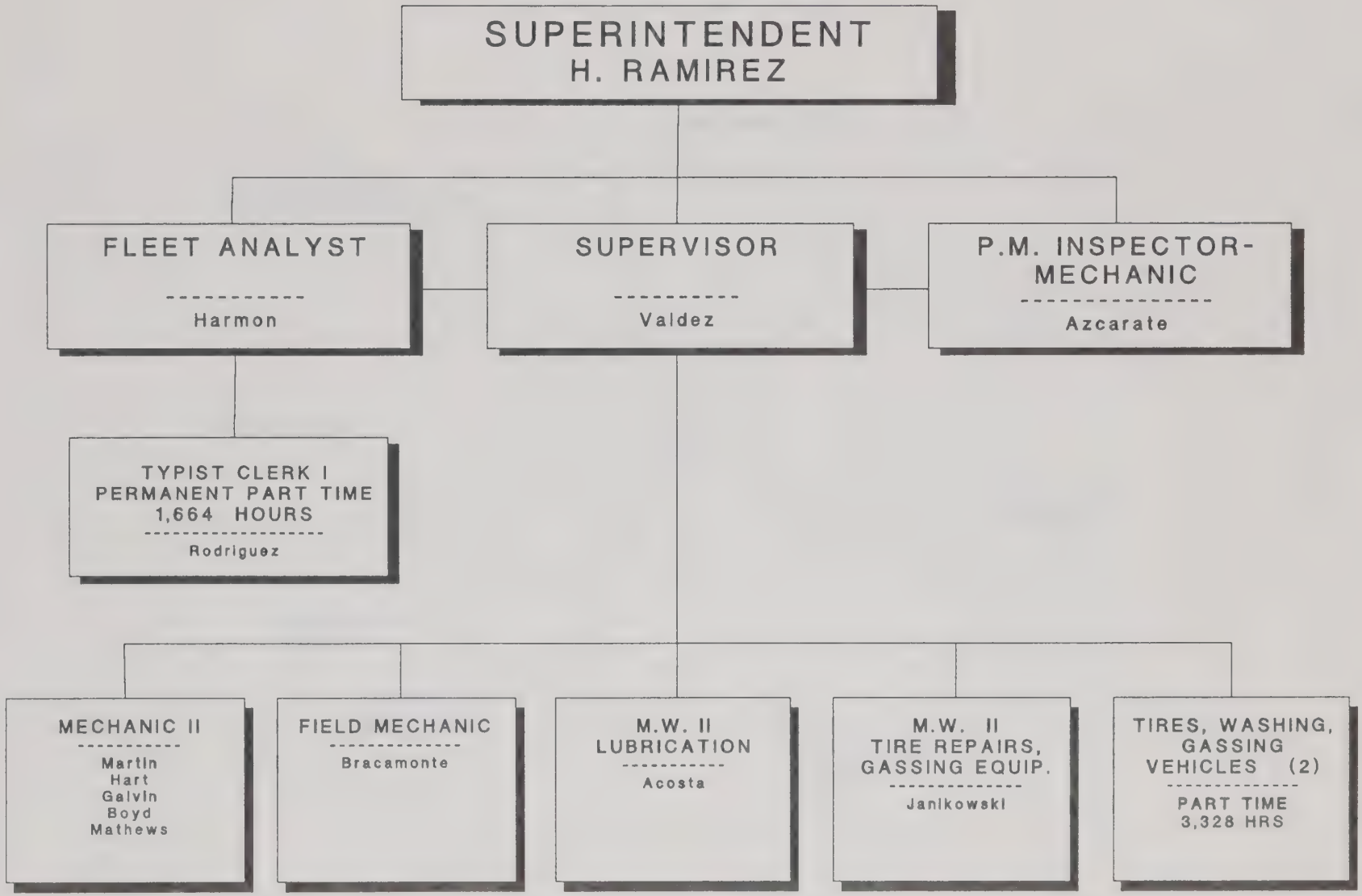
Revenue to the equipment replacement fund, as mentioned above, was impacted in February. In an effort to sustain this fund, only equipment that had failed or was near failure was replaced during the balance of the fiscal year. Of the $630,780.00 that was budgeted for equipment replacement, only $253,504.00 was expended. As a result, staff will evaluate equipment to re-power or refurbish wherever possible to extend the unit life and preserve the equipment replacement fund.

FIGURE 12

CITY OF SANTA MARIA

DEPARTMENT OF PUBLIC WORKS
MECHANICAL MAINTENANCE DIVISION

ORGANIZATION CHART 1991-1992

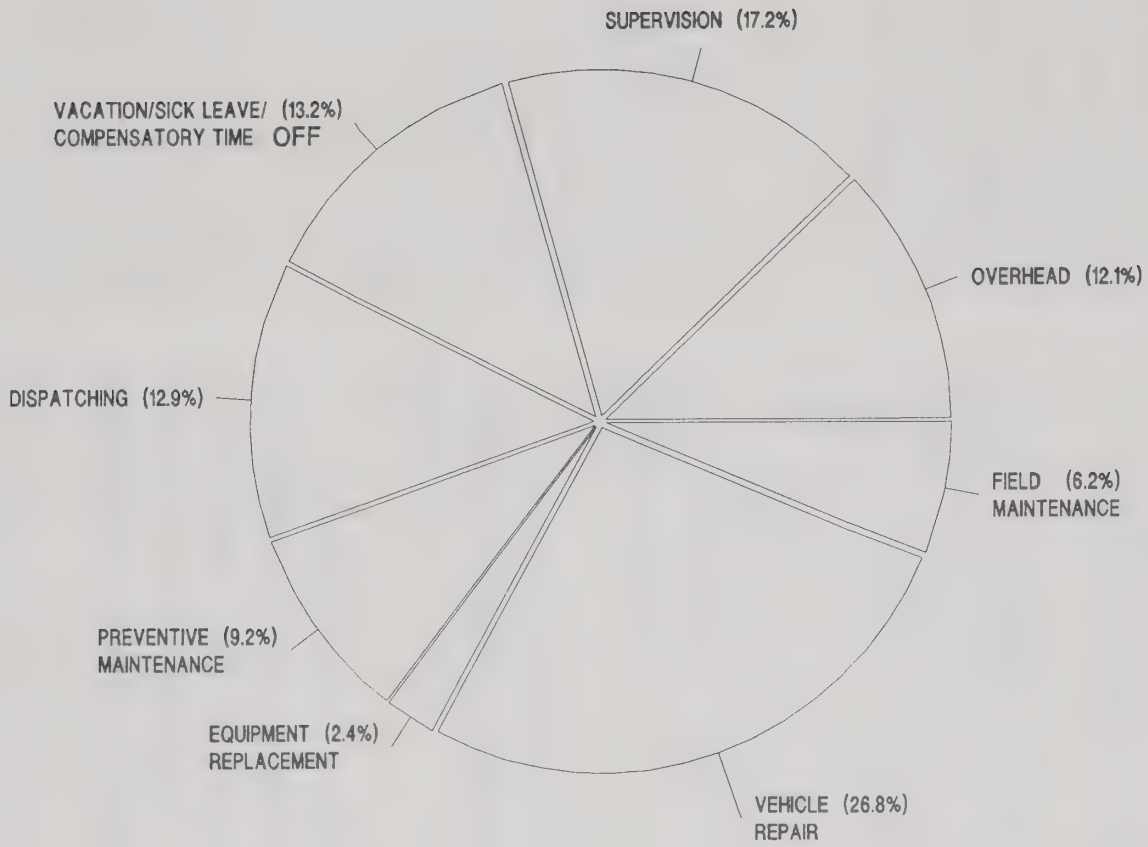


CITY OF SANTA MARIA

MECHANICAL MAINTENANCE

Staff Hour Chart

1991-1992



TOTAL STAFF HOURS 29,325

FIGURE 13

SOLID WASTE DIVISION

The Solid Waste Division provides waste collection services to citizens of the City of Santa Maria and waste disposal services to areas of northern Santa Barbara County and southern San Luis Obispo County. The Division is organized into two sections - Collection and Disposal. The Division also has the additional responsibility for special waste handling.

Collection Section

Using City personnel and equipment the Collection Section of the Solid Waste Division is responsible for the collection of mixed refuse from approximately 12,439 residential and commercial accounts. Residential refuse is collected once each week and the commercial accounts are serviced from one to six times each week.

Most of the city is served by city forces, but the area southerly of Battles Road is serviced by Health Sanitation Services, a privately owned and operated company. The company operates in the city under a franchise agreement administered by the Solid Waste Division and the Finance Department. The northern boundary of the area franchised to Health Sanitation will change over time in accordance with the schedule given below.

FRANCHISE AREA CHANGE SCHEDULE

Year	Northern Boundary Change
1994	from Battles Rd. to Carmen Lane
1999	from Carmen Ln. to Betteravia Road
2004	from Betteravia Rd. to McCoy Lane

Residential collections by city forces are accomplished with three one-man automated sideloading (ASL) trucks.

Collection of commercial accounts is accomplished with three one-man front loading trucks.

The amount of refuse collected during the reporting year totaled 38,955 tons which is a 5% decrease over the prior year. The amounts of refuse collected for the past and current year are given for comparison.

Year	Residential Tons	Commercial Tons	Total Tons
1990	21,789	17,366	39,155
1991	21,006	17,949	38,955
% Difference	3.7%	+3.3%	-5%

Since the implementation (7/01/87) of the automated collection system for collection of residential accounts, the average amount of refuse collected per account has decreased. The largest decrease in the amount collected occurred after the first years of implementation. In addition, a decrease has been noticed since implementation of the curbside recycling program in 7/01/91. The amount collected during this reporting year (July 1, 1991 - June 30, 1992) appears to reflect the success of the curbside recycling program. Figure 15 graphically shows the amount of refuse collected from residential accounts over the calendar years of 1990 and 1991 by month.

Figure 16 is a comparison of the number of miles traveled by all Solid Waste Division trucks for each calendar year. Factors which have contributed to increases and/or decreases in miles traveled include new construction, fluctuations in housing stock vacancy rates, route adjustments, and appropriate changes.

Figure 17 indicates the number of accounts for each fiscal year (June) for residential and commercial service over the past 15 years. Abnormalities in the residential curve has resulted from inconsistent methods of keeping count on the number of accounts. That problem has been resolved.

Figure 18 show the total tons hauled for both residential and commercial customers over the past seven years (calendar year).

The amount of work related injuries still remains low with the automated residential collection system. There were nine injuries in 1986 before automation and after five years of automation there has only been one injury.

Capital assets added this year consist of 100 new refuse bins (commercial) purchased for new accounts.

Disposal Section

The Disposal Section of the Solid Waste Division is responsible for operation of the City Landfill located along the Santa Maria River near the easterly terminus of East Main Street. This involves the receiving, spreading, compacting and covering of all refuse produced in the City, as well as that produced by communities adjacent to the City in San Luis Obispo and Santa Barbara Counties. Some of the associated activities include construction and maintenance of the access roads and erections of fences for the control of blowing paper.

Fee increases were instituted during the fiscal year: 11% on 07/01/91 and 20% on 04/01/92. These increases were adopted to cover increased costs of operation, as well as

those costs projected for future mandated items such as landfill closure and environmental monitoring.

Activity by regulatory agencies at the landfill is on the increase. The division has implemented a groundwater monitoring program. Samples are collected and analyzed on a quarterly basis. Permanent sample collection pumps were installed in August, 1991. Gas probes to monitor any gas migration away from the landfill were required by the Local Enforcement Agency (LEA). That design work was completed and construction work commenced during the summer of 1992.

To satisfy long term water management plan recommendations, the City performs quarterly sampling, analysis, and reporting of 12 groundwater monitoring wells at the Santa Maria Regional Landfill. Two wells provide data to establish "background" levels (i.e., water quality not affected by the landfill); the remaining wells monitor the landfill's downstream effects on the uppermost aquifer, the Alluvial Formation. The analysis tests for constituents by EPA method 8010/8020, TOC (Total Organic Carbon), and TOX (Total Organic Halides). Reporting covers physical properties, water levels, general minerals, total and dissolved metals, and volatile organic compounds (VOC).

During the Fiscal Year 1991-1992, groundwater beneath the landfill was found to contain Total Dissolved Solids (TDS) ranging from 558 to 1,270, and total hardness ranging from 353 to 853. Metals were detected at levels essentially the same as background. Trace levels (i.e., near the limit of detection, generally 0.5 parts per billion) of VOC's found included Trichloroethane (TCE) at MW-1; Tetrachloroethylene (PCE) at MW-4; and Dichlorodifluoromethane (Freon-12) at MW-4 and MW-8. These constituents have not appeared consistently quarter-to-quarter at any well. Furthermore, levels are well below safe drinking water standards.

The results do not suggest that the landfill has released contamination that may threaten drinking water derived from the aquifer. It should be noted that the City's water supply wells extract water from a lower, separate aquifer, known as the Paso Robles Formation. However, the City continues to expand its groundwater monitoring network, and continues to refine understanding of the landfill's behavior.

Figure 19 shows the acreage used through the past calendar years. The variation from a normal increase each year, starting in 1974 to present, is caused by the different types of land being used (reuse of the old landfill versus clean land). The reductions in land used in 1975, 1976, 1977, 1982, 1983, 1984, 1987,

and 1991 were a result of trash compaction and raising the height of the finished fill higher than in previous years. This practice meets design requirements set out in the site sequencing plan. Acreage use generally increases with population, but the aforementioned operational changes and an active recycling program will serve to minimize future increases.

The sequencing plan calls for additional lifts to be constructed on top of previous fill areas.

In March of 1983, an additional 91 acres were purchased adjacent to the existing facility. Presently, this area is not permitted for disposal purposes.

The preliminary closure/postclosure maintenance plan states that approximately 88 acres of clean land remain for the existing landfill operation (as of June 30, 1992). Previous reports of remaining acreage were miscalculated; this reported reflects the revision.

Figure 20 indicates the total number of tons received at the landfill for the various calendar years since the commencement of scales operation. The graph shows the average number of tons received per day for each calendar year. These figures are reported on a quarterly basis to the Regional Water Quality Control Board in compliance with their Order No. 90-38 adopted May 11, 1990.

Figure 21 indicates the total loads for the year and average number of loads/day received at the landfill each calendar year.

Special Waste Handling Program

This program, implemented by the City Council in 1985, continues to provide citizens a location to dispose of or drop off vehicle waste oil, antifreeze, and lead acid batteries, thus preventing this type of waste from being disposed of in the landfill. A 7/90 order from the Santa Barbara County Environmental Health Care Services precludes disposal of paint and paint related waste.

Program requirements include the following elements: categorize the waste by type and compatibility; screen household hazardous material via a load check program; prepare the waste for transportation and disposal at a Class I hazardous waste facility; and manage the program and facility per State and local government hazardous waste standards and regulations.

The following are brief descriptions of the activities conducted during the past fiscal year.

Paint and Paint Related Material

For paint and paint related products, the

fiscal year began on 7/12/91 and ended with a shipment on 4/22/92. A total of 985 gallons (13 drums) of paint related materials were disposed of at a total cost of $8,323.85. This includes costs of transportation and disposal by incineration and/or landfilling. Paint and paint related materials shipped are a result of the landfill's mandatory load checking program and not a result of accepting these materials from the general public at the special waste area .

Paint is generally processed on a daily basis. Household hazardous waste (HHW) generated through the mandated load checking program is disposed of at several different facilities. Waste oil, antifreeze, and lead acid batteries are recycled.

Oily debris (8 drums) has been shipped to Kettleman Hills Class I Disposal Site (Chemical Waste), and all paint has been going to Omega Recovery Systems of Whittier, California since May 1990.

Oil-base paint is processed through Omega. Omega is a transfer station responsible for disposal of paint through incineration or recycling. The City has also used the services of Summit Environmental of Alhambra, California, a transfer station for the disposal of hazardous waste.

Waste Oil

The fiscal year for waste oil began on 7/03/91 and ended with the 6/23/92 shipment. Seven thousand one hundred ninety five (7,195) gallons were recycled at a total cost of $240.00. There was one shipment of oil contaminated with halogens, disposed of at a cost of $1,482.50. A screening program will likely prevent further contamination. Oily water was disposed of (100 gallons) at a cost $175.00.

Oil is stored in an above-ground 600 gallon storage tank with secondary containment.

Community Hazardous Waste Collection

The City contracted with EMCON and Associates to design and complete permitting for a permanent HHW Collection Facility at the landfill. Funds are budgeted and funds were awarded to the City ($45,000) from a discretionary grant program with the California Integrated Waste Management Board. Assuming all goes well, this facility should be on line some time in early fall of 1992.

Construction of the temporary storage and permanent Household Hazardous Waste Collection Facility (HHWCF) began April, 1992, with final storage buildings to be sited and inspected. State variance to open is expected early fall, 1992.

Recycling and Waste Diversion Program

On January 1, 1990, the legislature enacted Assembly Bill (AB) 939, known as the California Integrated Waste Management Act. The most significant aspect of AB 939 is that it requires all cities and counties in California to reduce the amount of solid waste entering landfills or incinerators 25% by 1995, and 50% by the year 2000.

As required by AB 939, the city, working cooperatively with Santa Barbara County and the other cities in the county, produced and adopted a Source Reduction and Recycling Element (SRRE) and a Household Hazardous Waste Element (HHWE) which are part of the Countywide Integrated Waste Management Plan. The SRRE and HHWE are essentially blueprints to guide the city in meeting the diversion mandates of AB 939.

In June, 1991, the city hired a full-time staff position whose responsibilities include recycling and waste diversion program planning and implementation. The following is a summary of programs implemented during FY 1991-92.

Residential Curbside Recycling Program

On July 1, 1991, the residential curbside recycling program was implemented and available to all single family residences in the city. The response from the public has been positive, with participation of eligible households increasing every month for the firstyear of operation to the current level of 42%.

The city entered into a three year contract with a local recycling firm, RALCCO Recycling, to provide this service. The table below shows the variety of materials collected and the tonnages recycled during the first year of operation, July 1, 1991 through June 30, 1992. Waste motor oil and batteries were added in April, 1992.

CITY OF SANTA MARIA RESIDENTIAL CURBSIDE PROGRAM
ANNUAL REPORT FY 1991-1992

MATERIAL COLLECTED	POUNDS COLLECTED	TONS COLLECTED
Aluminum cans/foil	24,843	12.42
Tin/bi-metal cans	267,320	133.66
Glass bottles/jars	658,370	329.19
Plastics	303,668	151.83
All paper/cardboard	2,016,550	1,008.28
Used motor oil	31,000	15.50
Auto batteries	2,858	1.43
AGGREGATE TOTALS	3,304,609	1,652.30

The city is currently working to expand the curbside recycling program to include multi-family dwelling units as well as the commercial sector during the remaining two years of the contract. Public education and outreach efforts will be ongoing as a strategy to increase overall participation.

Special Recycling Programs

Telephone books and Christmas trees are examples of materials that fit into a special recycling category because they must be targeted for recovery during a narrow window of time.

Telephone Book Recovery Project: A total of thirteen drop-off sites for telephone books were located strategically throughout the city, including several to serve the unincorporated areas. The media played an important role in publicizing the program, which ran for the month of November when the new phone directories are delivered in the Santa Maria Valley. A total of 33,180 pounds, or 16.59 tons of telephone books were recovered for recycling.

Merry Mulch Christmas Tree Project: Christmas trees were collected curbside by city refuse crews and taken to a tree farm where they were chipped into mulch. The mulch was then made available to the public, free of charge. A total of approximately 5,000 trees or 65 tons were chipped.

City Offices In-House Recycling Program

All city offices participate in office and computer paper recycling. Paper is collected from the individual offices by Solid Waste Division collection staff and temporarily stored at Public Works. The paper is then picked up by clients from the Vocational Training Center for processing and marketing.

To illustrate the success of the in-house recycling program, a comparison was made between reams of paper purchased during the year and reams of paper recycled, as shown in the table below.

COMPARISON OF PAPER PURCHASED & PAPER RECYCLED
FY 1991-1992

PAPER PURCHASED	PAPER RECYCLED
5,388 reams purchased	4,716 reams recycled
Equivalent to: 26,940 pounds	Equivalent to: 23,580 pounds
* 1 ream of paper = 500 sheets = 5 pounds average weight*	

In addition to paper recycling, most city offices recycle newspaper, glass, plastic, aluminum and cardboard. These materials are collected by RALCCO as part of the curbside program. The concept of source reduction is emphasized in city offices, resulting in less waste being produced. Examples include double sided copying, routing one document to multiple parties instead of reproducing individual copies, using the clean side of used paper for scratch pads and posting notices on bulletin boards where many people can obtain information from a single copy. Closing the recycling loop by buying products made with recycled content is emphasized by the Purchasing Agent.

Waste Diversion Programs at the Landfill

Certain materials previously landfilled are now being diverted to special handling areas after crossing the scale at the landfill. These include appliances/metals and wood/yard waste.

Appliances and metals are placed in a designated storage area by customers needing to dispose of these items. Periodically, a mobil baling machine is brought to the landfill by a scrap metal dealer and the material is crushed on site in preparation for shipping to recycling markets. During Fiscal Year 1991-92, a total of 430 tons of metal was diverted from the landfill for recycling.

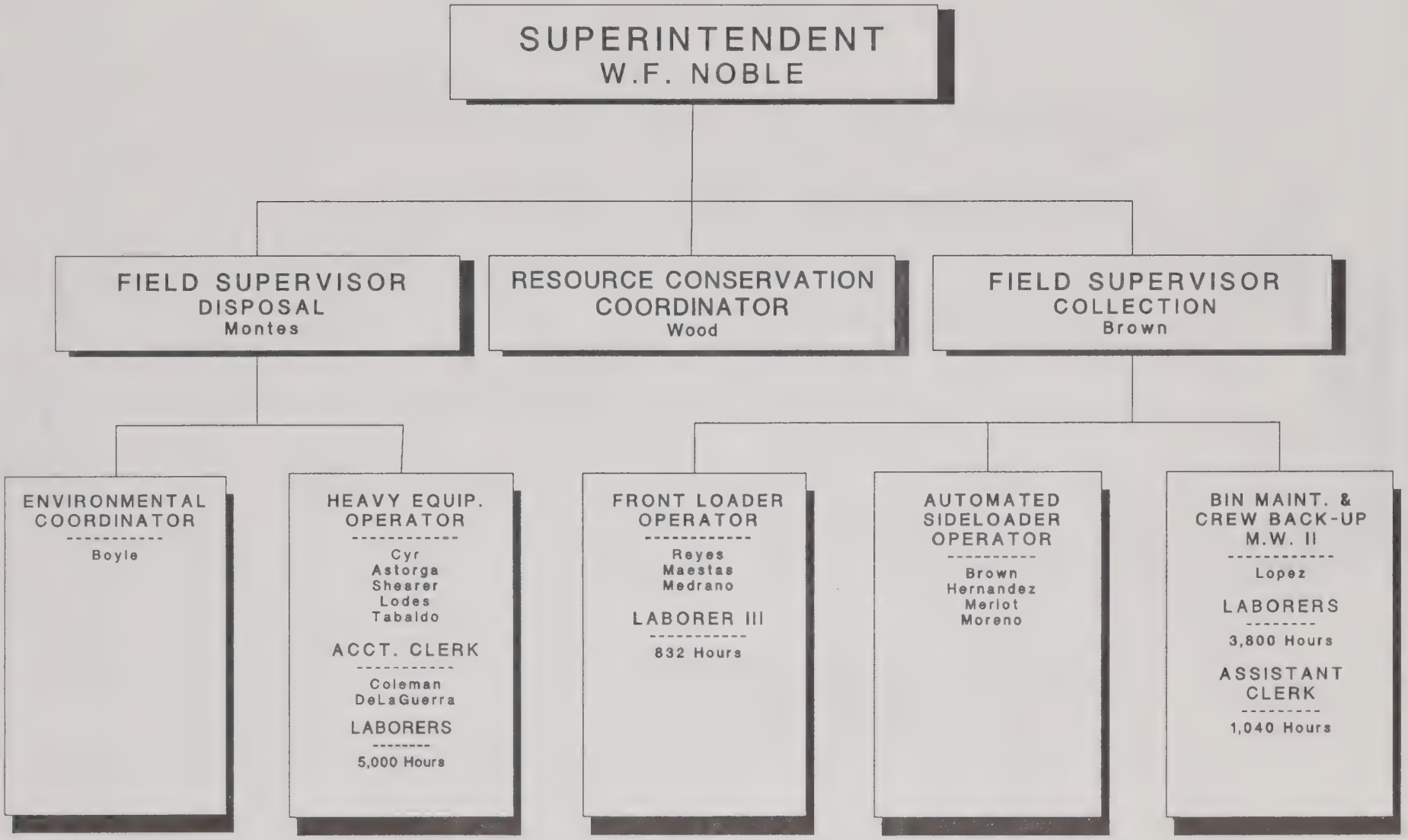
Wood and yard waste represent a significant percentage of the total waste stream entering the landfill. This material is diverted to a large area for storage until enough material has been stockpiled to warrant the special grinding equipment to be brought on site. The wood and brush is then ground into chips and transported to a plant where it is used as a fuel source to produce electricity. The total amount of wood recovered in FY 1991-92 was 520 tons.

In the future, it is possible that additional resource diversion programs may be implemented at the landfill, depending on the city's ability to meet the additional staffing requirements for such programs.

FIGURE 14

CITY OF SANTA MARIA

DEPARTMENT OF PUBLIC WORKS
SOLID WASTE DIVISION
ORGANIZATION CHART 1991-1992



CITY OF SANTA MARIA

SOLID WASTE DIVISION

Residential Solid Waste Collection

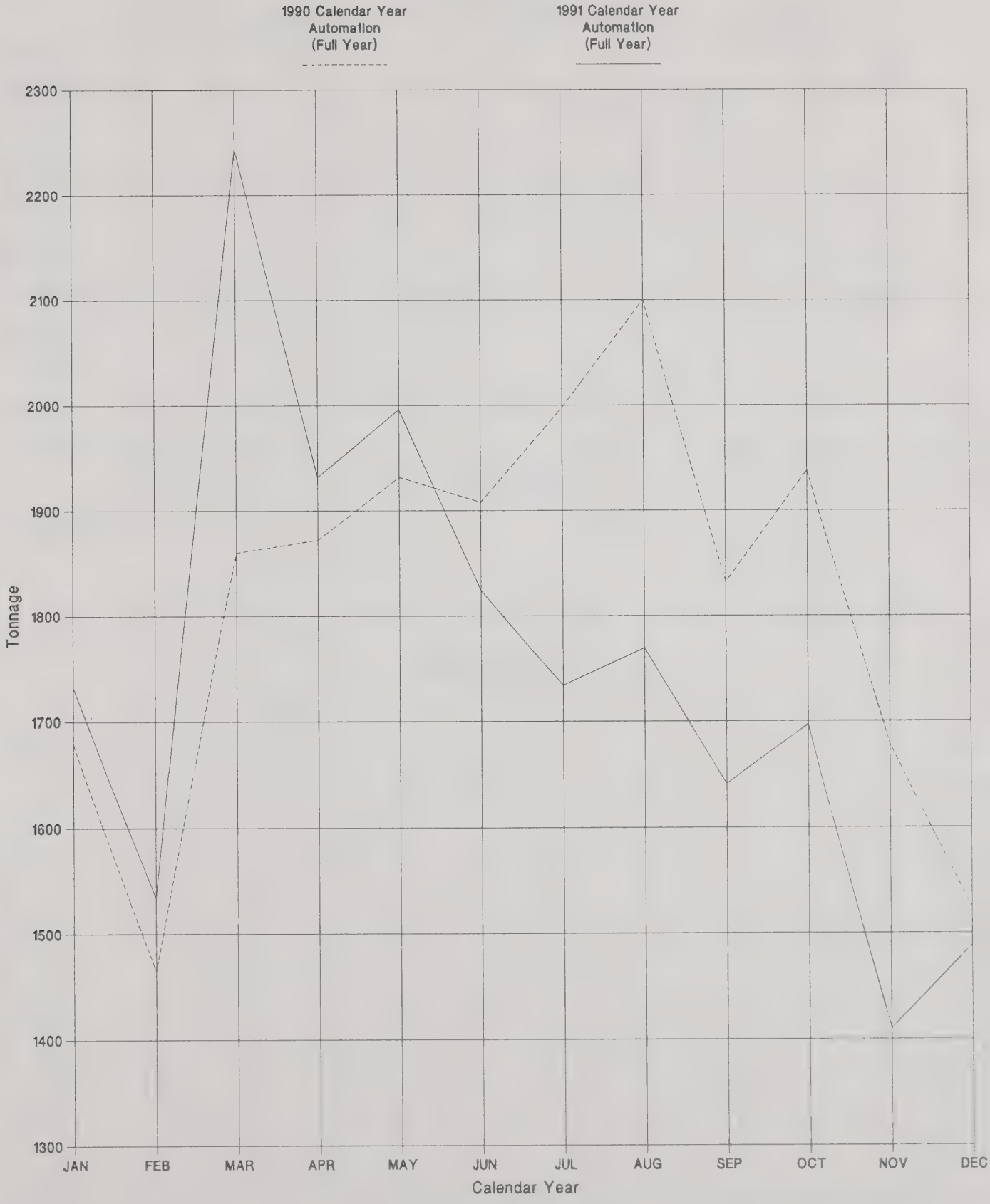


FIGURE 15

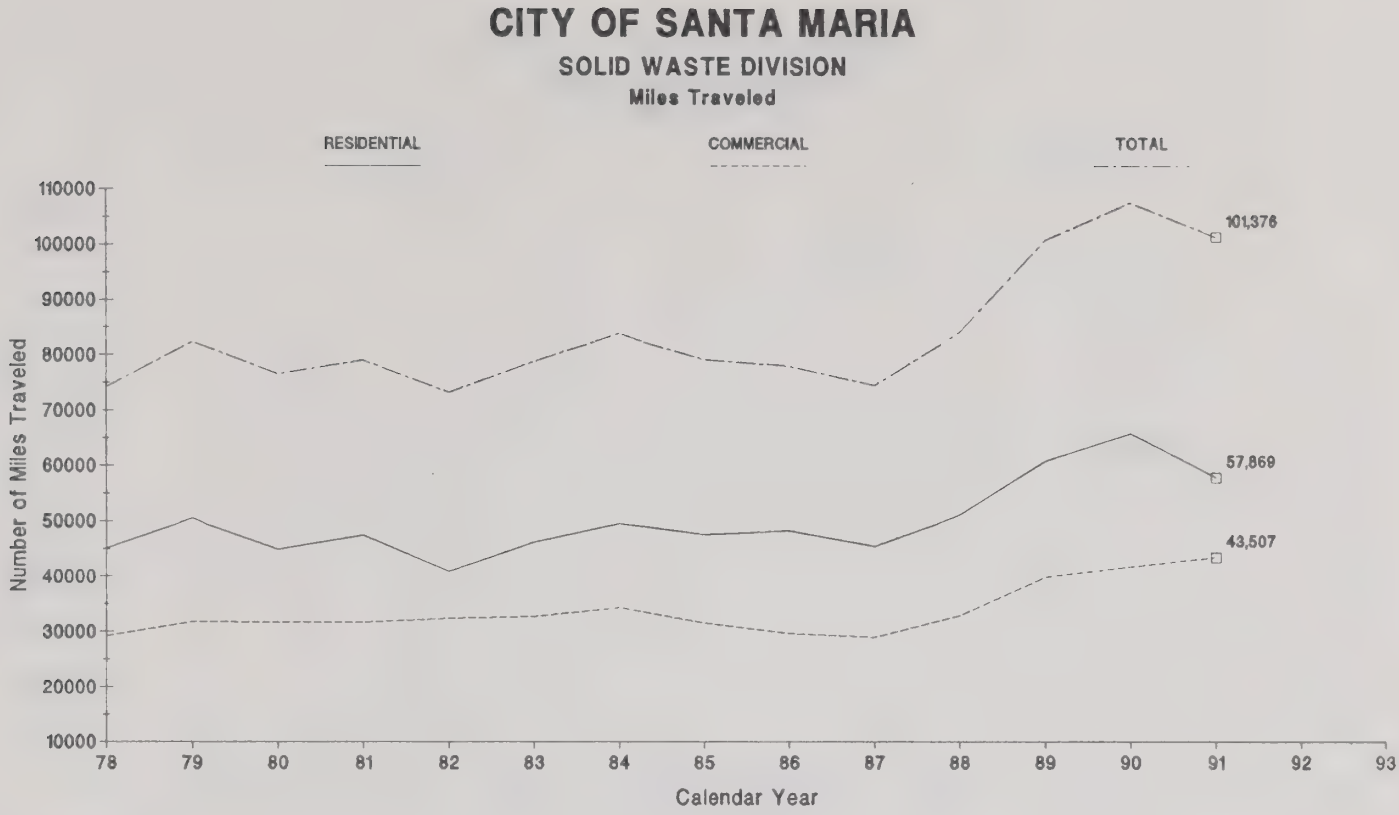


FIGURE 16

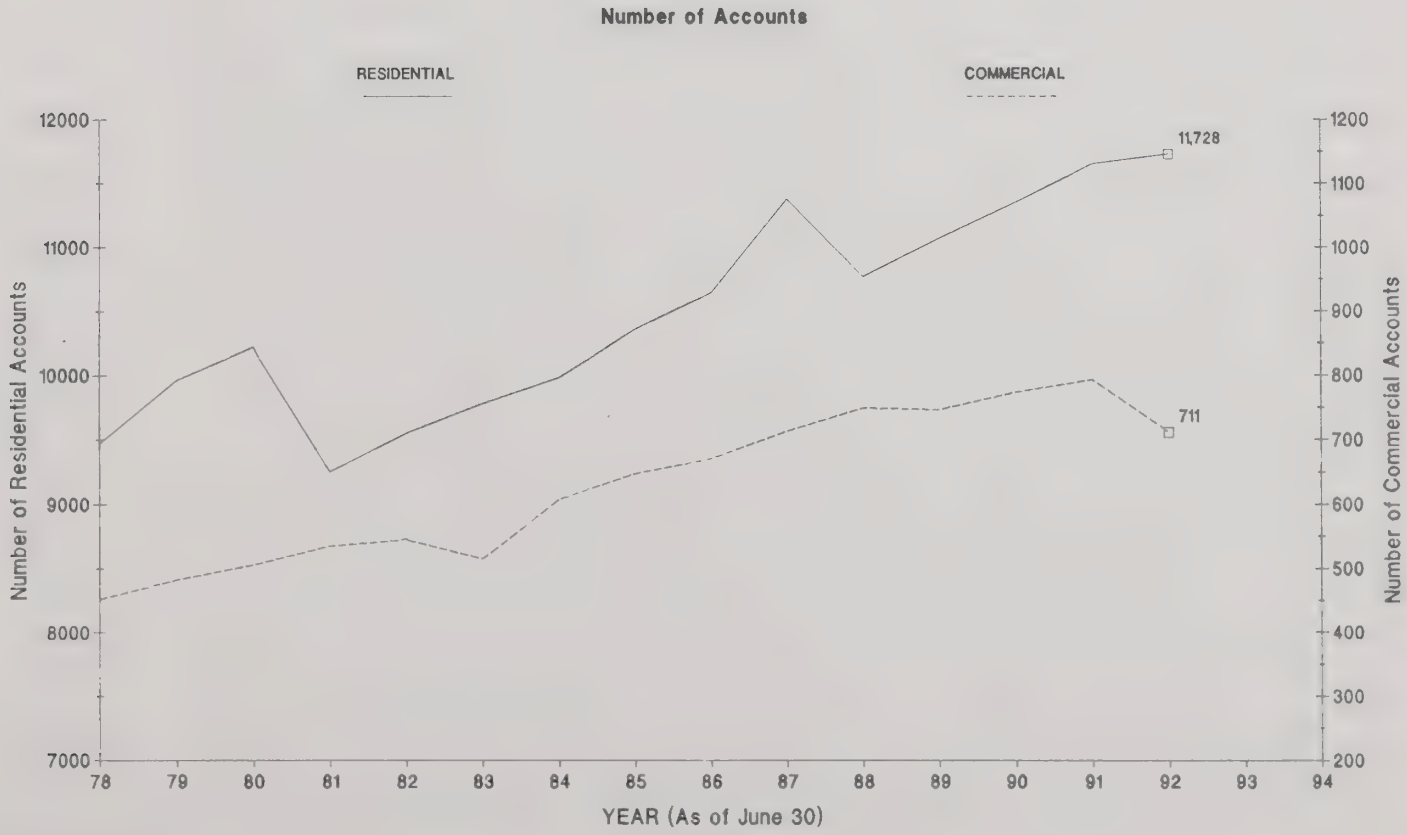


FIGURE 17

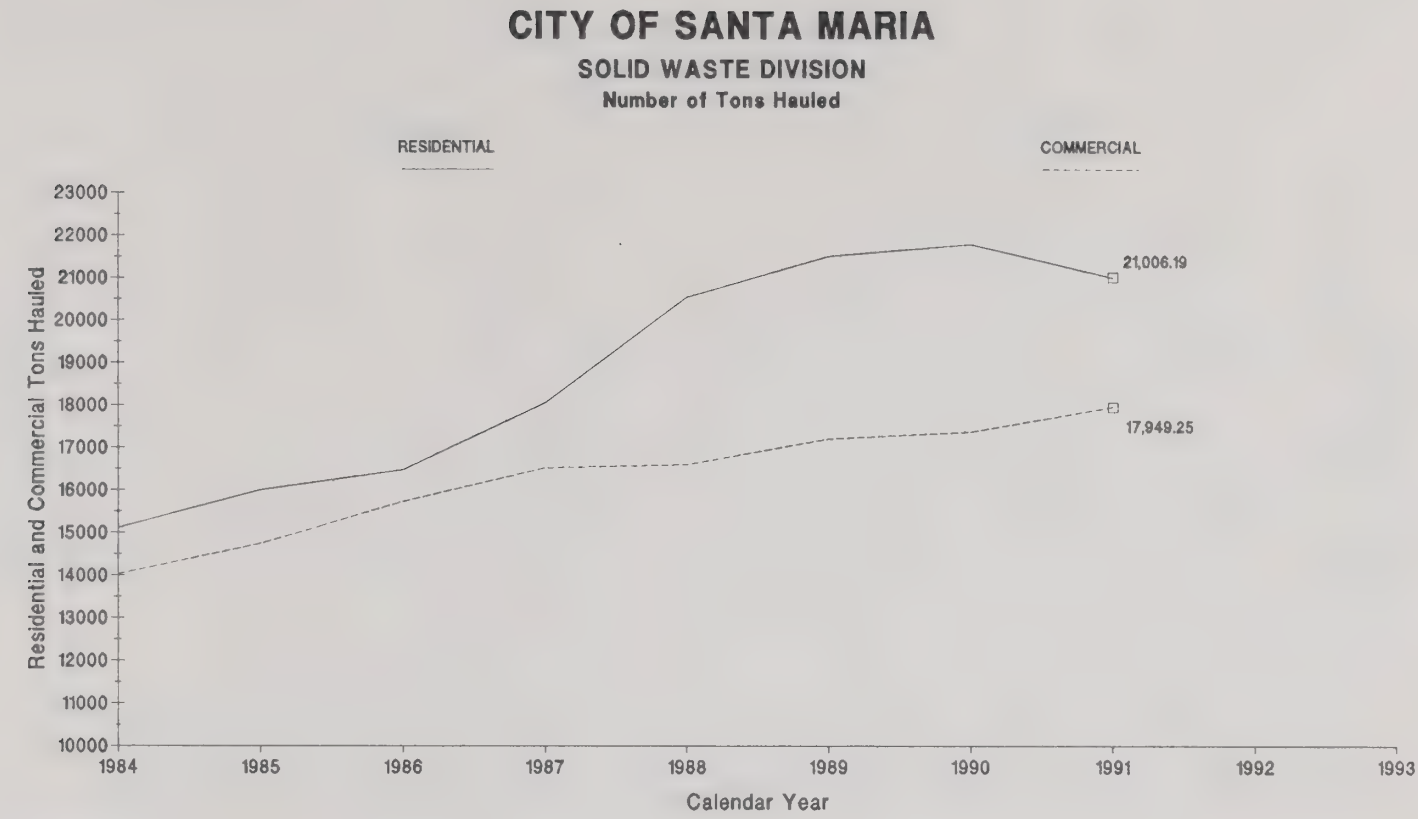


FIGURE 18

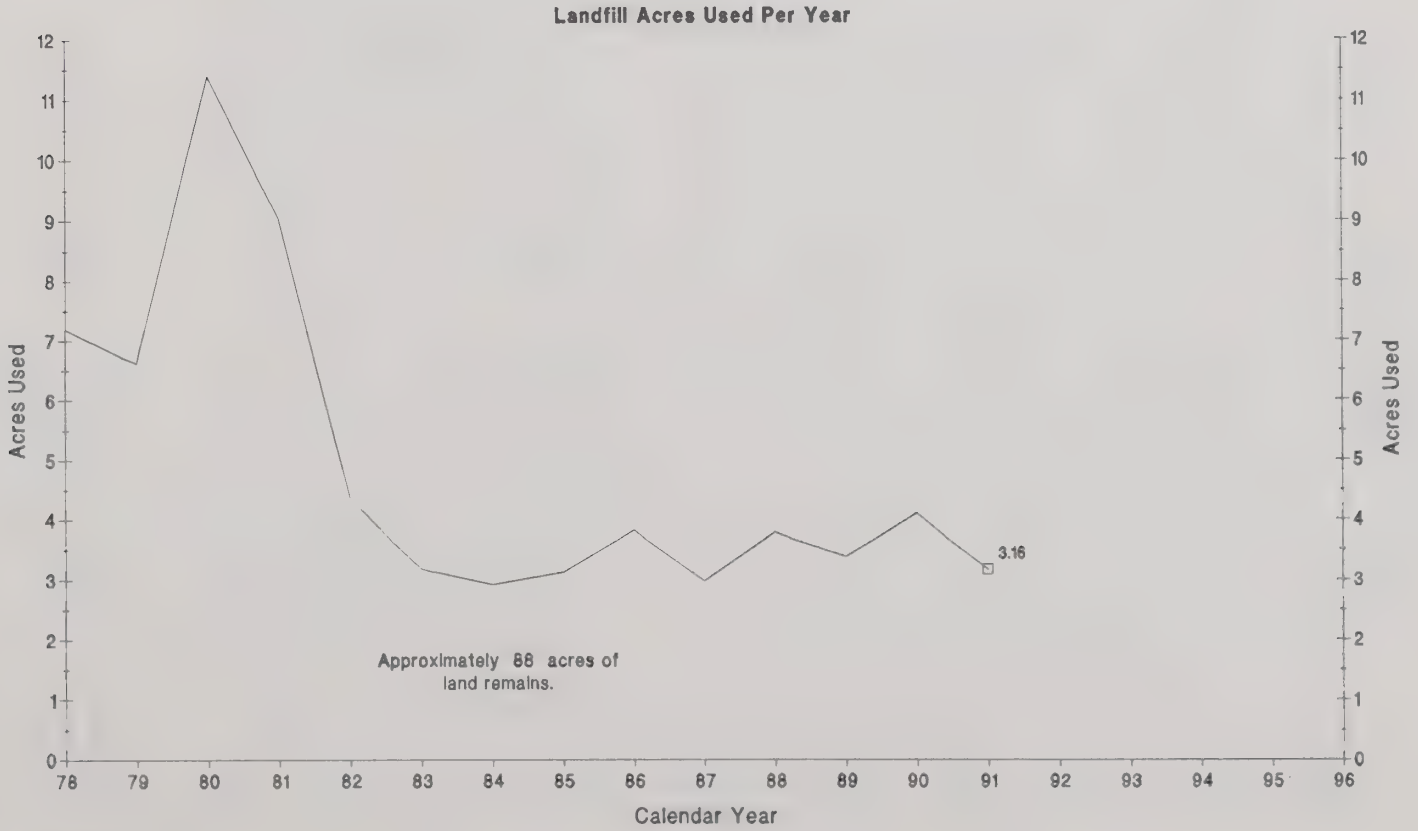


FIGURE 19

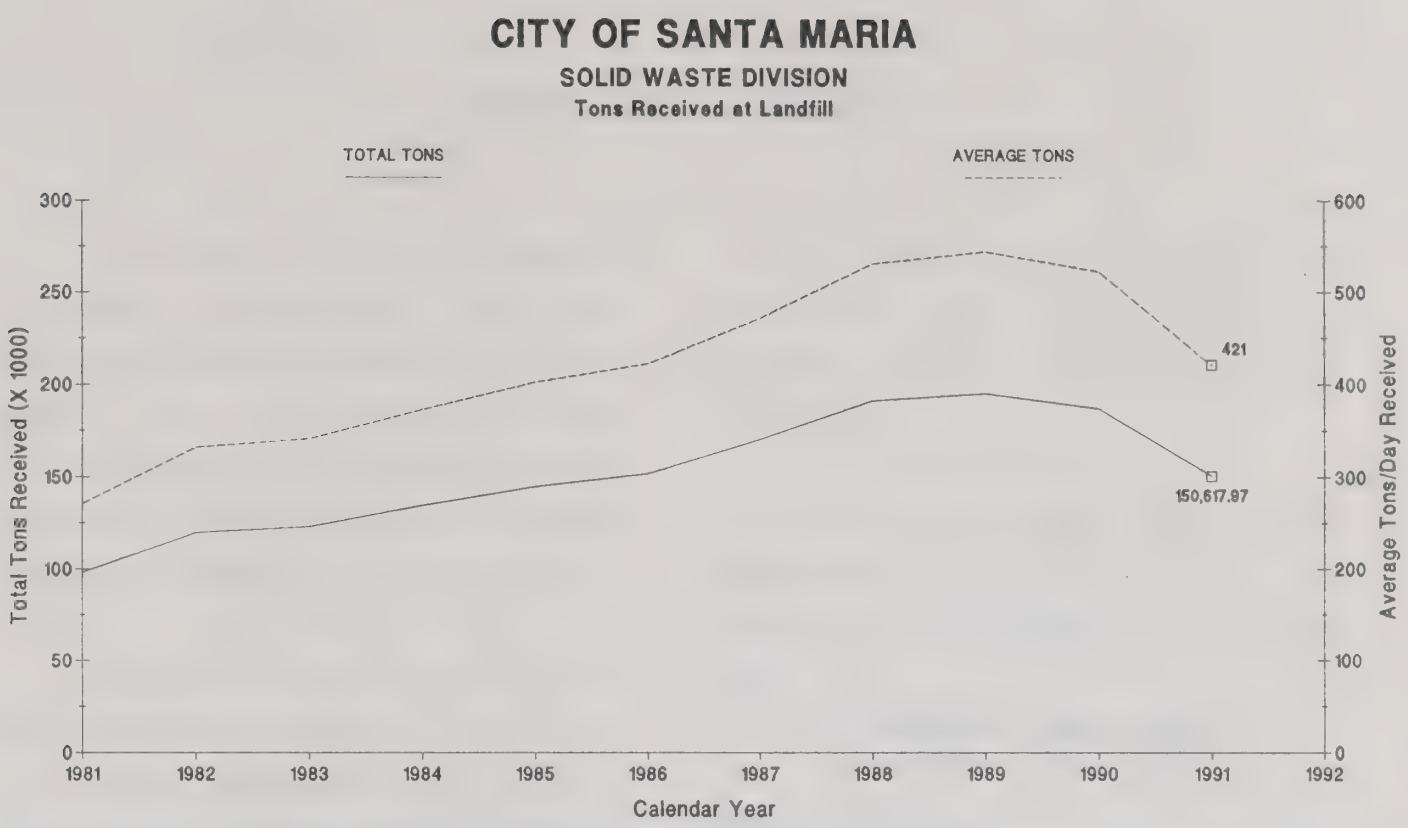


FIGURE 20

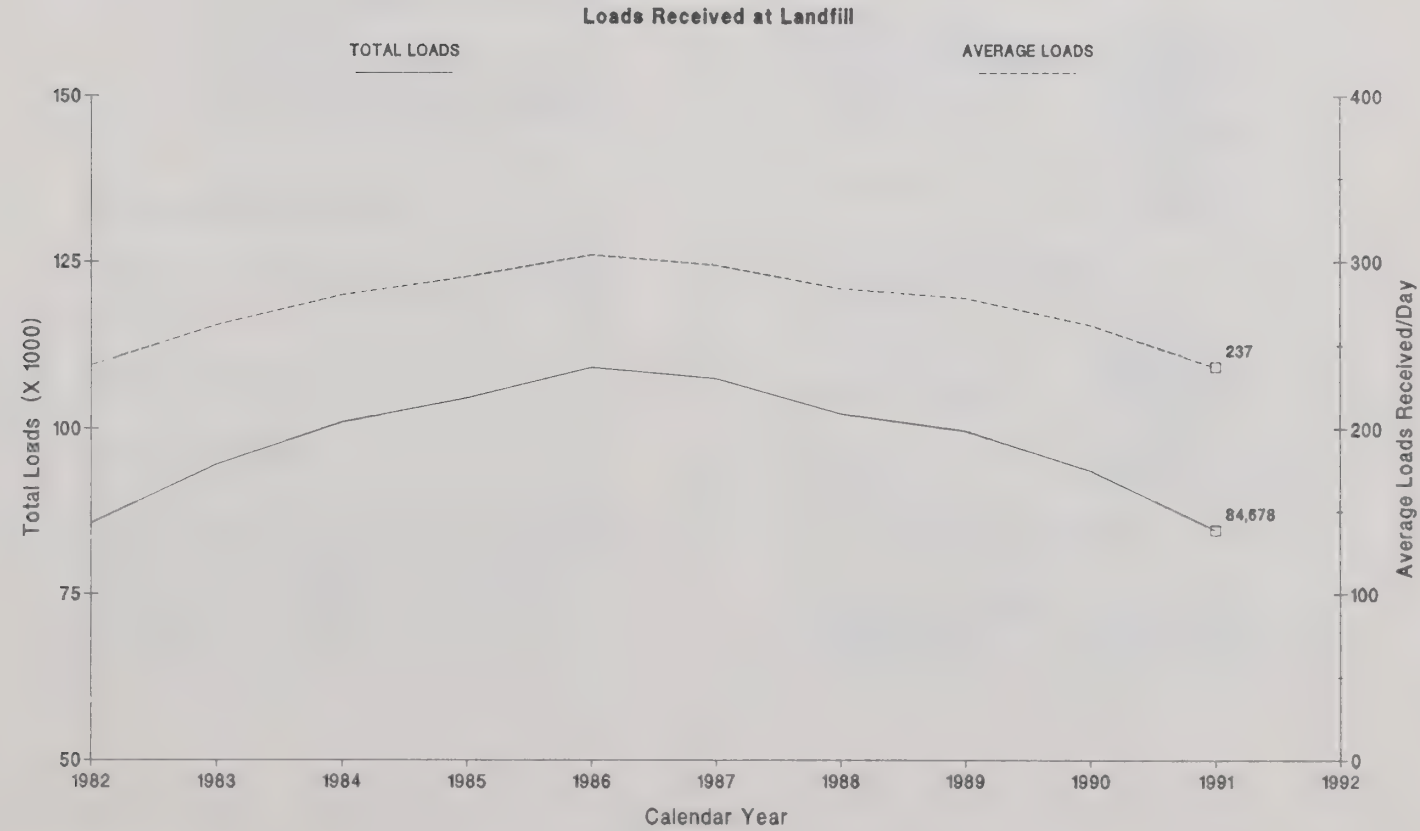


FIGURE 21

STREET AND SEWER DIVISION

The Street and Sewer Division is responsible for preventative and regular maintenance of the City streets and appurtenant facilities. This maintenance also includes emergency repair of damage to City maintained infrastructure caused by accidents, weather conditions, settlement or other unusual events.

The major maintenance activities of the Street Division are as follows:

1. Travelway Maintenance
   - a) A/C Repair - Overlays - Chip Seal Coat
   - b) Concrete Improvement Repair
   - c) Installation & Maintenance of Signs
   - d) Pavement Delineation
   - e) Street Illumination and Electrical Maintenance
   - f) Traffic Signal Light Maintenance
   - g) Electrical Maintenance Support
   - h) Graffiti Eradication
2. Drainage Maintenance
3. Wastewater Collection System Maintenance
4. Street Sweeping
5. Weed Abatement
6. Town Center Mall East; Town Center Mall West; the City's Parking District; and the Stowell Lighting & Parking Maintenance District.

The Division composition for the period July 1, 1991 - June 30, 1992, was 20 full-time employees and five (5) full-time/part-time employees.

The street maintenance section and the electrical/traffic section performed the 14 maintenance responsibilities as tabulated below:

THE STREET AND SEWER DIVISION
Superintendent: Tony J. Galvan

Maintenance Section
Supervisor: Ted Olivera

MAINTENANCE ACTIVITY & PERSONNEL		*MONTHS ASSIGNED TO ACTIVITY*
1. FLEXIBLE PAVEMENT MAINTENANCE CREW		
A. Crew Leader/MS	*John Cargill*	*12*
B. Equipment Operator	*Mario Martinez*	*7*
C. Maint. Worker II	*Percy Soto*	*10*
	Marvin Maggio	*6*
	Jeff Aguirre	*6*
D. Laborer III	*Rodrick Perkins (Bam Bam)*	*12*
2. CONCRETE IMPROVEMENT CREW		
A. Crew Leader/MS	*Flor Rivera*	*6*
	Not filled	*6*
B. Maint. Worker II	*Marvin Maggio*	*2*
	Jeff Aguirre	*6*
	Flor Rivera	*6*
C. Laborer III	*John LaFramBoise*	*12*
3. WEED ABATEMENT OPERATIONS		
A. Equipment Operator	*Mario Martinez*	*2*
B. Maint. Worker II	*Anthony Pantoja*	*6*
	Marvin Maggio	*4*

MAINTENANCE ACTIVITY & PERSONNEL		*MONTHS ASSIGNED TO ACTIVITY*
4. ALLEY MAINTENANCE OPERATIONS		
A. Equipment Operator	*Mario Martinez*	*1*
B. Maint. Worker II	*Percy Soto*	*2*
5. GRAFFITI ERADICATION		
A. Laborer III	*Rebecca Stanton*	*12*
6. DRAINAGE MAINTENANCE CREW		
A. Equipment Operator	*Mario Martinez*	*1*
B. Maint. Worker II	*Henry Flores*	*12*
7. SEWER MAINTENANCE CREW		
A. Crew Leader/MS	*Robert Johnson*	*12*
B. Maint. Worker II	*Anthony Pantoja*	*6*
	Pete Carreras	*12*
8. STREET SWEEPING OPERATIONS		
A. Sweeper Operator	*Robert Ujano*	*12*
	Steve Johnson	*12*
B. Equipment Operator	*Mario Martinez*	*1*

Electrical and Traffic Maintenance Section
Supervisor: Dale Claborn

1. STREET LIGHT MAINTENANCE CREW		
A. Electrician II	*Ray Doone*	*7*
B. Laborer III	*Justin Drake*	*8*
2. TRAFFIC SIGNAL MAINTENANCE CREW		
A. Signal Technician	*Roger Skerry*	*12*
B. Electrician II	*Ray Doone*	*1*
C. Laborer III	*Justin Drake*	*2*
3. BUILDING ELECTRICAL MAINTENANCE		
A. Electrician II	*Ray Doone*	*4*
B. Laborer III	*Justin Drake*	*2*
4. PAVEMENT DELINEATION CREW		
A. Crew Leader/MS	*John Nartatez*	*6*
B. Maint. Worker II	*Ruben Flores*	*6*
	Jeff Bettiga	*6*
C. Laborer III	*Vito Plaza*	*6*
5. SIGN MAINTENANCE CREW		
A. Crew Leader/MS	*John Nartatez*	*6*
B. Maint. Worker II	*Ruben Flores*	*6*
	Jeff Bettiga	*6*
C. Laborer III	*Vito Plaza*	*6*
6. SPECIAL MAINTENANCE AREAS		
A. TOWN CENTER EAST/WEST MALL & TWO PUBLIC PARKING LOTS: Electrical Support/Parking Lot Lights		*As needed*
B. STOWELL LIGHTING AND PARKING DIST.: Electrical Support/Parking Lot Lights		*As needed*

The maintenance section and the electrical/traffic section of the Street Division each report to separate locations for daily assignments. The street maintenance section crews report and are dispatched by the street maintenance supervisor located at 810 West Church. The electrical/traffic section crews report and are dispatched by the electrical supervisor located at 705 West Cypress.

During the summer months, the Street Division employed four hardworking Work Aides (Adrian Salazar, Frank Nuno, Deanna Albright, and Matt Hernandez), all worthy of favorable comments.

The update of the City's Pavement Evaluation and Maintenance Management System (PMS) provides additional data to enable the Street Division to maintain the approximately 380 lane miles/165 center line miles of streets within the City system, using the latest computer techniques. The program

generates reports which summarize the present and expected future conditions of flexible pavement; suggests cost-effective maintenance strategies; and projects costs for maintenance and/or repair of the City's flexible pavement system. The degree and type of maintenance for each street or portion thereof in the total City street system is determined by the Street Superintendent after considering the pavement evaluation and maintenance management system reports, local knowledge and experience, and funds available.

Proper planning and scheduling of routine preventative maintenance minimizes inconvenience to the public. Every effort is made to speedily correct hazardous conditions which can interfere with the safe flow of vehicular and pedestrian traffic. Safety for the public is a primary consideration.

1. TRAVELWAY MAINTENANCE

a. Asphalt repair, overlays - chip seal, fog seal: Annual travelway preventive maintenance for Fiscal Year 1991-92 consisted of placing 563.5 tons (29% less material than 1990-91) of either SC/800 or 85/100 asphaltic concrete (A.C.) on City streets in need of repair. This activity involved the repair of potholes, water and sewer excavations; and reconstruction of portions of streets in preparation for major maintenance program.

The street maintenance program for 1991-92 chip sealing of 810,000 square yards (s.y.) consisted of placing 809,080 tons of screenings (gravel/chips); 262,320 gallons of asphaltic emulsion CRS-2 (binder); the application of 24,074 gallons of dust control; and the installation of raised markers on 65,130 lineal feet of roadway. The total cost for the 1991-92 street maintenance program was **$584.796.44.**

b. Concrete Improvement Repair: This activity involved the repair of concrete improvements (sidewalks, curbs and gutters) damaged by roots from City-owned street trees. The crew completed 74 (45% more than last year) work orders for a total of 13,381 square feet (s.f.). This is 16% greater than last year. There were 198 service requests involving public and/or private property concrete improvements damaged by tree roots or city vehicles (a decrease of 31% from last year). Temporary asphalt repairs are completed at all reported hazardous sidewalks. The temporary repairs are made within a very short period of time (in most cases on the same day). Presently, the division has a backlog of approximately 1,754 known locations (a 7% increase over 1990-91 known locations) which require reconstruction as a result of street tree root damage.

c. Installation & Maintenance of Signs: The program included all work per-

formed to place and maintain signs installed within the public right-of-way. Signs are placed on City streets for the purposes of regulating, guiding, or warning vehicular and pedestrian traffic. The work consists of the purchase, fabrication, assembly, and installation of approved new signs; as well as replacement, repair, and cleaning of existing signs. Signs are replaced or repaired when they become defective from wear and tear due to age, weathering, vandalism, and/or accidents. Following is a summary of this activity:

Type Sign	New or Install	Reface Sign Plate and Reinstall
Regulatory	507	276
Guide	95	210
Warning	371	145

During the latter part of 1991-92, an inventory was conducted by consultant of all city installed and/or maintained signs.

The consultant has provided the City with a complete inventory and evaluation of the City traffic signs maintained by the City on City streets and State highways. The data has been entered into the database for the road management program which will help the Division to account for all actions that relate to each of the traffic signs.

Sign condition was evaluated by visual inspection for day and anticipated night operation. As part of the field inspection and evaluation existing signs that required action were identified. The software program utilized the data gathered during the field inventory and evaluation for the preparation of the reports.

The inventory and evaluation of the traffic signs in the City resulted in the identification of the following number of signs in these condition categories:

Good Condition	2523
Fair Condition	2038
* Poor Condition	513
* Bad Condition	37
New or Needed	37
Other (Miscellaneous Action)	2
	5150

* The primary objective for this crew is to replace poor condition signs and bad condition signs during 1992-93.

d. Pavement Delineation: The pavement delineation program involves all work necessary to maintain and replace traffic lane delineation and other pavement markings. The work includes layout; eradication of conflicting markings; repainting of existing and painting of new pavement lane lines, street parking stripes, curbs designated for limited parking, pavement stencils (e.g., crosswalks, stop bars, advance warning legends, etc.) and City maintained off street parking lot stripes. Restriping is

performed after the annual street maintenance program.

Delineation activities required 2,265 gallons of traffic paint of various colors, (27% increase over 1990-91) and 2.00 tons of traffic beads (51% decrease from 1990-91). The increased use of painting materials is due to the decrease in paint longevity and an increased need for new traffic delineation.

e. Street Illumination: The Street Division maintains 4,298 street lights (4% increase over Fiscal Year 1990-91). This maintenance operation required the replacement of 677 photocells, 934 lamps (various sizes), 15 luminaires, and 79 street light standards. Also, included in this operation is the maintenance of City-owned parking lot lighting at the Town Center Mall including lights in the two (2) public parking structures; two (2) City-owned public parking lots; the City Hall complex; and lighting maintained through funding from the Stowell Parking and Lighting District.

f. City-owned Traffic Signal Maintenance: The Street Division maintains 26 City-owned traffic signal systems (30% increase over 1990-91). The remainder of the signalized intersections are maintained by CalTrans.

During this period electrical maintenance personnel have received continuing formal instruction provided by SafeTran Signal Company. On the job training is also a necessary ingredient to maintain current knowledge of the system operation and maintenance. This approach has resulted in newly qualified electrical crew members to function as traffic signal technicians.

The electrical supervisor and traffic signal technician inspect and maintain City operated systems. On request from Engineering Division personnel the Division will adjust traffic signal timing to facilitate a safe and orderly movement of traffic through street intersections. Emergency call back operations are coordinated by the electrical/traffic section supervisor. The Police Department fields complaints after normal working hours, weekends, or holidays. The requests for service are forwarded to the section supervisor.

g. Electrical Maintenance Support: The street electrical/traffic section provide electrical services, as required, to all City departments on request for installation of new machines, electrical circuits, modification of existing electrical circuits, and electrical equipment repair and the installation of parking lot/area lights.

h. Graffiti Eradication: This program insures timely eradication of graffiti on private property block walls, fences, and buildings.

The program includes recordation of service requests; measurement of reported graffiti; verification of property owners' names and addresses; transmittal of letters requesting authorization from property owners for City funded eradication of graffiti from their property; coordination and authorization of City contractors to eradicate graffiti writings; and final inspection of the completed sites for workmanship. During this reporting period, 333 property notices were mailed; the total square footage of graffiti eradicated by contractor was 69,708 s.f. (a 260% increase from last year) for a total cost of $36,255.23. The increase was due to the increased growth of graffiti writing within the city limits.

2. DRAINAGE MAINTENANCE

The division maintains 68,680 lineal feet of underground drainage facilities. The underground storm drain system has reduced flooding at intersections of major arterials and other streets. Present maintenance operations include flushing of 110 intersection culverts; grading and weed control of 10 major drainage ditches. This work is carried out twice annually.

3. WASTEWATER COLLECTION SYSTEM

The Division maintains approximately 156 miles of City wastewater collection main lines (a 3% increase over 1990-91). Preventative maintenance (flushing) was performed for 127,344 feet of sewer main (a 40% increase from 1990-91).

The Street Division's maintenance section personnel responded on emergency basis to 129 service requests to address sewer stoppages (a 25% decrease from the amount reported in 1990-91). Of those, staff found 52 to be City responsibility and 77 to be private property owner responsibility). The number of service requests related to street tree root damage to private sewers increased by 48% over the previous year.

The City's new sewer cleaner has helped staff to perform a more extensive preventative maintenance program for city main sewer lines, reducing the number of emergency call outs for stoppages over the previous year.

4. STREET SWEEPING

City residential streets were swept monthly on a bi-weekly schedule. The business area streets were swept on a daily basis. The sweepers operated 483 sweeper days. The sweepers did not operate 45 days due to service repair, inclement weather, holidays, and vacation. The sweepers removed and hauled to the landfill 2,594 tons of material (23% decrease over 1990-91) from the City streets. The equipment used 22 gutter brooms and one (1)

pick-up broom.

The installation of no stopping signs to facilitate special street sweeping operations has increased the maintenance operation requirements of the Street Division. This operation has been effectively accomplished without adding personnel or equipment. This sweeping program objective is to sweep city target streets, on two consecutive days, consisting of 50% of the street curb line each scheduled day. The Street Division accomplished the objective, using only 17 hours of labor and use of backup equipment. Occasionally, the target sweeping route was cut short in order to accommodate the posted street sweeping schedule.

5. WEED ABATEMENT

The weed abatement program takes most of seven months to complete and is conducted in three phases.

Environmental respect altered the Weed Abatement program for Fiscal Year 1991-92 and the herbicide treatment of vacant lots for weed control was eliminated from the program. The program was conducted in the following:

I Lot inspection

II Posting lots for weed abatement and debris removal

III Removal of weeds and debris by contractor. This phase overlaps into the following fiscal year.

Posting of lots, compilation of cost records, and cost segregation are required to assure proper billing and assessment against the properties. The area included in the contract weed abatement program during Fiscal Year 1991-92 was 2,312,830 s.f. on 240 lots; this was a decrease of 40% from last year. The cost of the 1991-92 program was $11,815.38

6. TOWN CENTER EAST, TOWN CENTER WEST, STOWELL LIGHTING & PARKING DISTRICT AND CITY OF SANTA MARIA PARKING DISTRICT

The maintenance activities for the Santa Maria Town Centers and Stowell Shopping Center landscaping and parking areas are primarily performed by private contractors. The performance by contractors is periodically compared to establish standards. The contractor is notified of deficiencies and appropriate follow-up inspections are conducted as necessary. The Street Division reviews payment requests and monitors expenditures for both contracts.

The Street Division provides staff, materials, and equipment to address certain types of additional maintenance i.e., parking lot lights, signs, stencils, and electrical service

requests. All service requests requiring response by City personnel were handled on a timely basis. City personnel support to the Santa Maria Town Center Mall consisted of 194.5 administrative staff hours at a cost of $5,431.06; 238 maintenance staff hours at a cost of $3,785.63; and 184 equipment hours at a cost of $420.98. The total cost to provide for the aforementioned support was $9,637.67 for Fiscal Year 1991-92 (a 52% decrease from 1990-91). The decrease is primarily due to a mid-year reorganization administrative effort. A service contractor was employed to assist staff in the administration of the maintenance contracts at the Town Center Projects. The service contractor is monitored by the Community Development Department.

The Parking District provides funds to maintain City-owned public parking lots described as follows:

1) 200 Blk. West Chapel (southeast corner Chapel and Pine)

2) 200 Blk. East Main (north side)

This activity consisted of maintenance work performed on existing pavement, pavement markings, signs, concrete improvements, and parking lot lights. The parking lot sweeping and landscape maintenance was performed by contractor.

ATTACHMENTS

Figure 21 - depicts the personnel composition and maintenance responsibilities of the Street and Sewer Division.

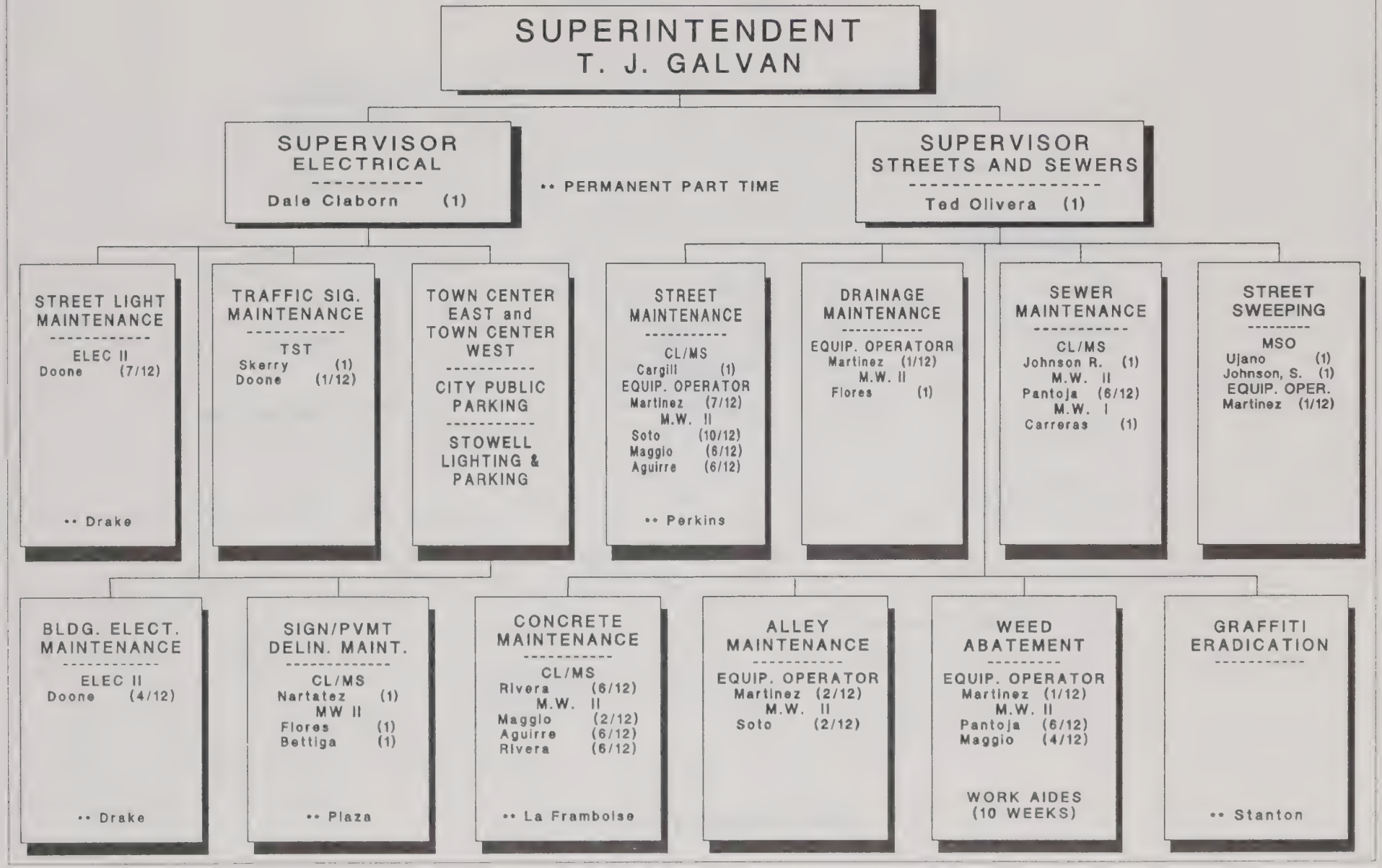
Figure 22 - depicts the total staff hours for the maintenance responsibilities of the Street and Sewer Division.

Figure 23 - depicts the staff hours required for various maintenance activities of the maintenance section of the Street and Sewer Division.

Figure 24 - depicts the staff hours required for various maintenance activities of the Electrical and Traffic Section of the Street and Sewer Division.

Figure 25 - depicts the maintenance staff hours for electrical support to various City departments and subordinate divisions.

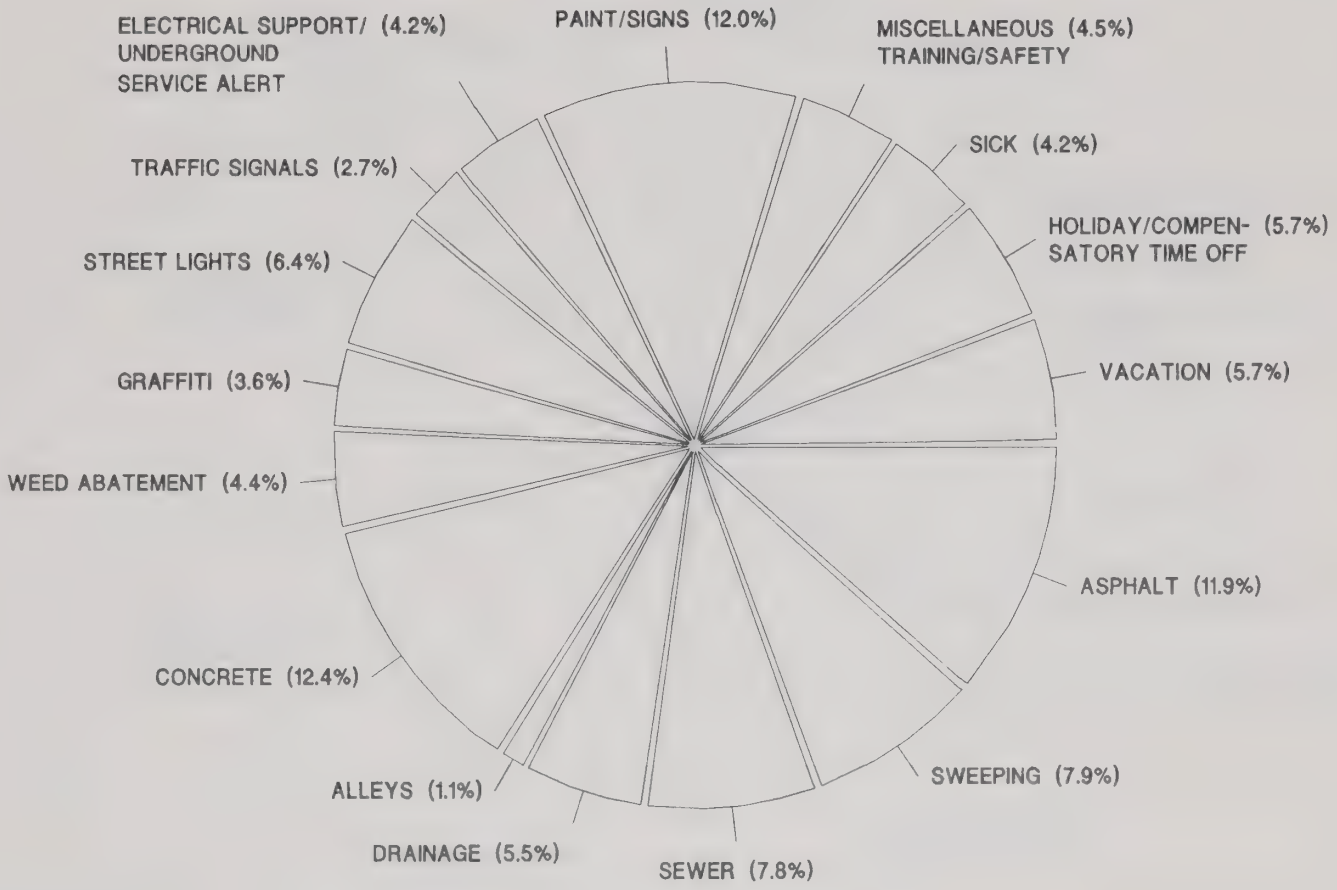
CITY OF SANTA MARIA
DEPARTMENT OF PUBLIC WORKS
STREET AND SEWER DIVISION
ORGANIZATION CHART 1991-1992



CITY OF SANTA MARIA

STREET AND SEWER DIVISION

STAFF HOUR UTILIZATION REPORT 1991-1992

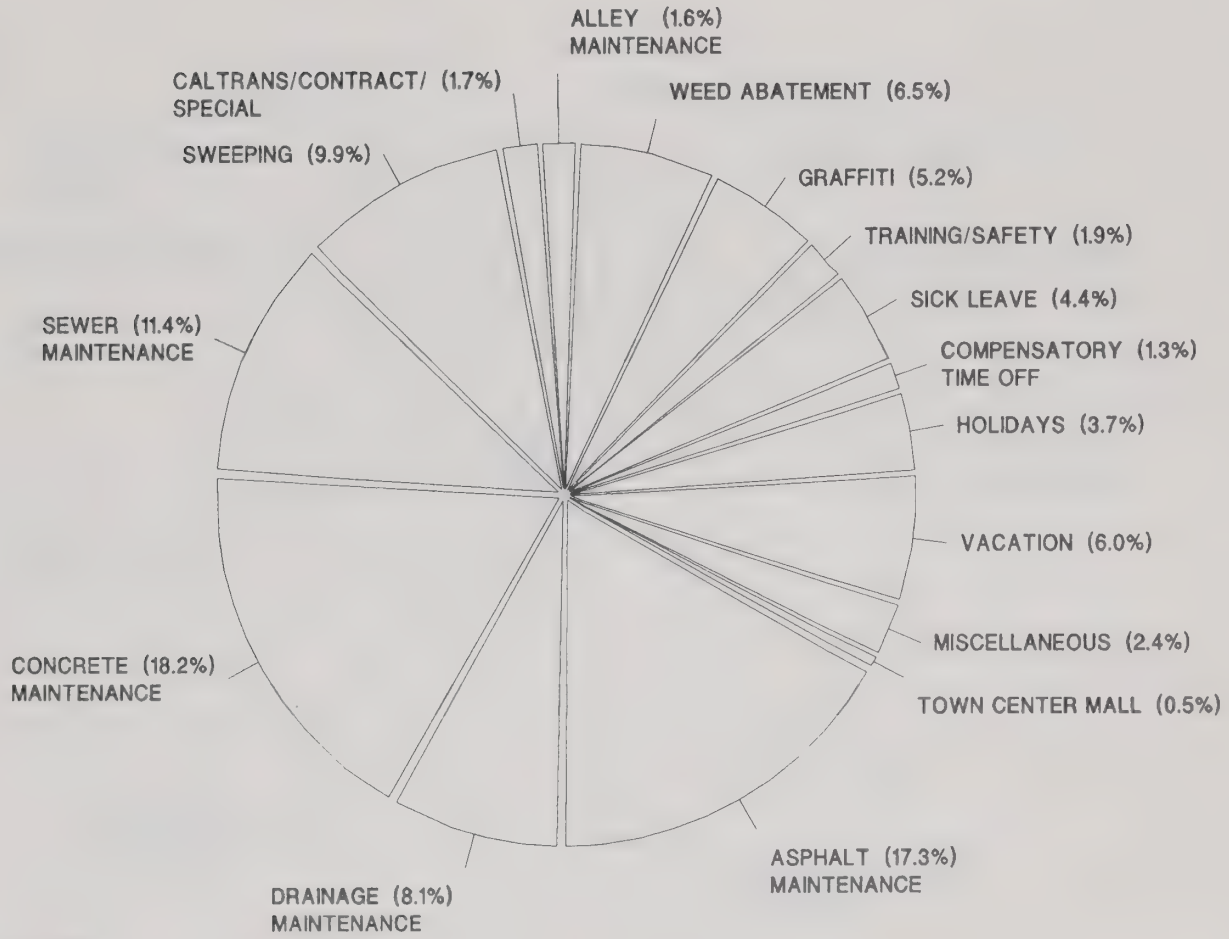


TOTAL STAFF HOURS 51,196.5

FIGURE 24

CITY OF SANTA MARIA

STREET AND SEWER DIVISION
MAINTENANCE SECTION
STAFF HOUR UTILIZATION REPORT 1991-1992



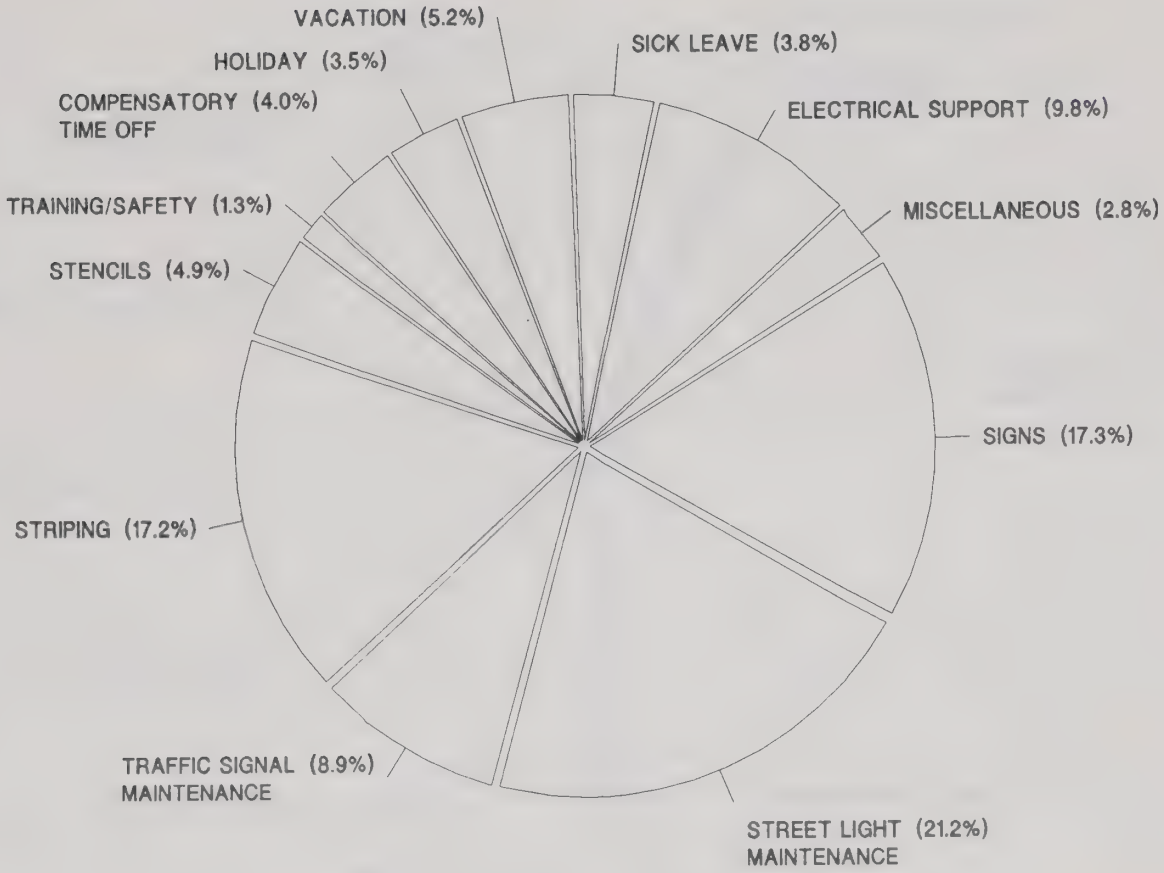
DOES NOT INCLUDE STAFF HOURS FOR ELECTRICAL/ TRAFFIC SECTION SHOWN ON FIGURE 25.

TOTAL STAFF HOURS 35,038.5

FIGURE 25

CITY OF SANTA MARIA

STREET AND SEWER DIVISION
ELECTRICAL AND TRAFFIC SECTION
STAFF HOUR UTILIZATION REPORT 1991-1992

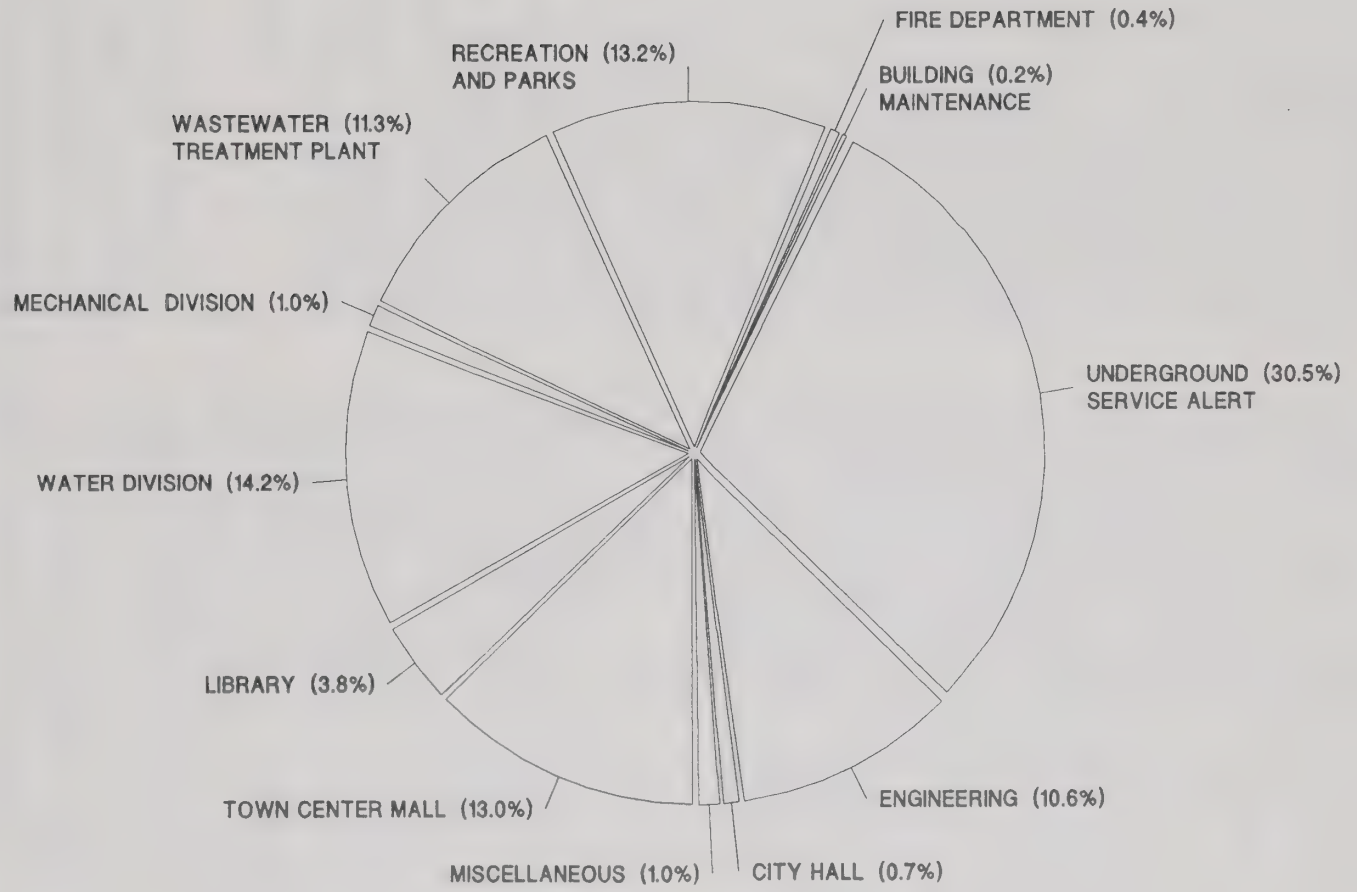


DOES NOT INCLUDE
MAINTENANCE STAFF
HOURS SHOWN ON FIGURE 24.

TOTAL STAFF HOURS 16,158

CITY OF SANTA MARIA

STREET AND SEWER DIVISION
ELECTRICAL MAINTENANCE SUPPORT
STAFF HOUR UTILIZATION REPORT 1991-1992



TOTAL STAFF HOURS 2,450.5

WASTEWATER TREATMENT DIVISION

The Wastewater Treatment Plant (WWTP) is located on Black Road approximately 2.5 miles west of Santa Maria. The Plant's purpose is to economically treat all domestic and industrial wastewater conveyed to the wastewater treatment plant. The wastewater treatment plant has been operated by the City at this location since 1910. The present facility has a design capacity of 7.8 million gallons a day (MGD) (daily average per maximum month) and 6.05 MGD annual average day flow which is sufficient until mid 1995. This capacity will serve a population of approximately 75,000 inhabitants including design capacity for industrial discharge. The average daily flow for Fiscal Year 1991-92 was 6.05 MGD; a 2.2% increase over the previous year. The Plant's service area is primarily residential, commercial and industrial customers within the City limits. There are some minor exceptions addressed by an agreement with the Santa Barbara County Laguna Sanitation District.

The main functions of the WWTP is to remove suspended solids and biological oxygen demand. This past year the plant's primary and secondary treatment processes removed from the wastewater (influent) 92% of the suspended solids (ss) and 89% of the biological oxygen demand (BOD). Treated effluent is percolated into the ground water basin on City property. Treated effluent is suitable for irrigation of permanent non-dairy pasture land and fodder crops. The effluent is discharged to 60 acres of holding ponds, and to 40 acres of pasture land owned by the City. The pasture land is used and maintained by the Santa Maria High School Future Farmers of America (F.F.A.). The F.F.A. pastures sheep on this acreage and is responsible for spreading the water, providing weed control, and maintaining the banks, levees, and fences.

Between July 1, 1991, and June 30, 1992, an estimated 7.0 MG of raw, thickened sludge containing approximately 6% solids was pumped to the plants anaerobic digesters for treatment. The digestion process provided a 57% volatile reduction. The digested sludge was dried in earthen beds. The dried sludge is then suitable for use as a soil amendment. The City currently contracts on an annual basis for sludge disposal with a local farmer.

The staff includes a division manager, field supervisor, a laboratory chemist, a pretreatment inspector, five operators, a part-time janitor, and an office clerk. All operations

personnel are licensed by the State Water Resources Control Board.

The Division's operational statistics are shown in Figure 28. The data is compiled from analyses performed in the State accredited onsite laboratory. Certain analyses are required by the State Water Quality Control Board, while others are performed to aid in plant operations. In addition, tests were performed on industrial waste discharges to the wastewater collection system. These are necessary to verify compliance with discharge and/or to determine fees based on wastewater strength determinations. Annual analyses for "heavy metals", chlorinated hydrocarbons, and other parameters beyond the scope of the treatment plant laboratory are sent to a commercial laboratory.

Maintenance and Capital Projects

The Division Manager, as Water Resources Manager, provides technical support and project management for certain water and wastewater projects. The projects for which the manager provided these services included: Dejoy Gravity Relief Sewer, Airport Trunkline Sewer, the Water Division Telemetry System, and the State Water Projects.

The operation section of the division developed a new preventative maintenance program. The program allows the Field Supervisor the schedule in advance, the 6300 manhours needed to perform routine preventative maintenance and valve exercising.

The Plant operators developed, designed, and tested a snail removal system. This project allowed the Division to defer $88,000 in capital improvements until the WWTP Expansion Project scheduled for construction in 1994-96. The capital cost for this project was less than $500. The estimated savings to plant operations is $20,000 per year in reduced sludge disposal costs and deferred costs for digester cleaning.

In May, 1992 the Division staff established a quality control committee which has compiled a list of recommendations for further improvement in plant operation. This list will be used in Fiscal Year 1992-93 as a basis for additional reductions in operating costs.

Operation Cost Figures

The total cost of plant operation during the fiscal year was $1,455,775. This amount does not include an expenditure of $277,479 for general administration services, nor expenditure of $1,772,282 for capital projects. The operation budget also contained $446,000 in outside consulting services for capital projects. With these amounts removed as one-time

expenses, the actual operating budget was $1,009,775. This was $13,000 less than last year's expenditures.

During Fiscal Year 1991-92 the WWTP treated 2,215,110,000 gallons (6.05 MGD) of wastewater, which was a 2.2% increase over the previous year. The operation cost of $455.86 per million gallons (not including general administration or reserves) is a 2.7% decrease in per unit costs from last fiscal year. The decrease in annual operating costs can be attributed in part to the preventative maintenance program, and the cost reduction measures. Figure 29 shows the comparative measurement of flow and costs of operations over the past several years. Those cost figures do not reflect capital outlay items during the year, nor do they reflect the annual amount of funding reserved for emergencies and fixed asset replacement. The cost of wastewater treatment including general administrative services, capital, and reserves was $581.12 per million gallons.

Industrial Source Control 1991-92

The Industrial Source Control Section is comprised of one full-time inspector and a part-time clerk/computer aide. The section is responsible for conducting the Pretreatment Program in compliance with Federal, State, and Local Pretreatment regulations. The goal of the program is to provide a first line of defense to protect the WWTP process and the groundwater basin from hazardous material being discharged into the sewer system. The Inspector provides information and assistance to engineers, architects, contractors, industrial users, and the general public about objectives of the City's Pretreatment Program. Source Control is also responsible for inspecting, monitoring, and permitting all discharges which enter the Santa Maria wastewater collection system.

Approximately 623 files containing concise information as required by Program requirements are maintained on industries and business within the City. A breakdown of the various classes and amount of those currently permitted, are outlined below:

Class I Residential	Inactive, Not on the City Sewer system. Total in Class I: 13 Permitted: No Permit Required
Class II Schools, Office Bldgs.	Non-Industrial Discharger, sanitary sewage discharged only. Total in Class II: 257 Permitted: No Permit Required
Class III Rest., Laundries, etc.	Industrial Discharger with a flow less than 25,000 GPD. Total in Class III: 344 Permitted: 269 Need Permit: 75*
Class IV Industrial Health Discharges	Industrial Discharger with a flow greater than 25,000 GPD or considered EPA Categorical Industry. Total in Class IV: 9 Permitted: 9

The Division instituted a catch-up program in Fiscal Year 1991-92. The program permitted 136 industries during the year. An additional 74 industries were inspected and either changed locations or ownership, and were not permitted. The Division sent out 459 wastewater permit applications and currently has 75 businesses ready for permit.

The Division completed 389 inspections during this fiscal year. Thirteen were complaint inspections, 253 routine inspections for permitting, and 123 compliance inspections.

A WWTP operator was cross trained and utilized part time for the catch-up program. The operator spent 20% of his time (431 hours) on the program and completed 369 inspections.

All Class IV and Categorical industries are required to submit self-monitoring reports, which are submitted and reviewed on a monthly basis. Seven notices of violations were issued. Compliance was obtained on all seven (7) for 1991-92. The Source Control section conducted tests on 29 samples from Class III and Class IV dischargers during the year. Source Control continues to sample these and other industries/businesses periodically to ensure compliance with Federal, State, and Local discharge limitations.

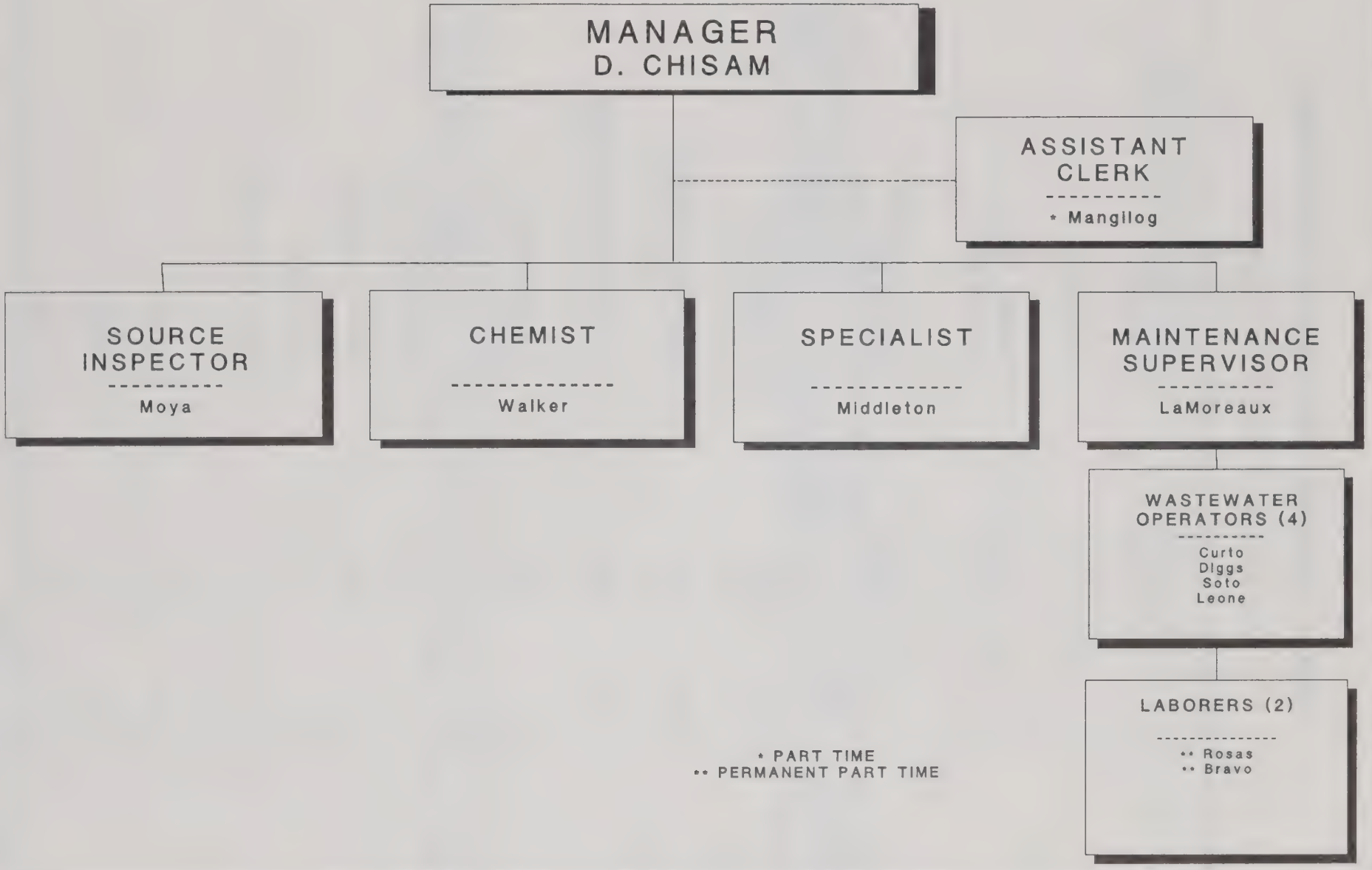
The Pretreatment Program guidelines were revised as required by the Environmental Protection Agency (EPA) and Regional Water Quality Control Board (RWQCB) during 1990-91. The regional board approved the program submittal during Fiscal Year 1991-92. The board found the program to be comprehensive, with excellent procedural guidance for program implementation. During this fiscal year, local discharge limits for industrial users were revised as required by the EPA and RWQCB.

FIGURE 27

CITY OF SANTA MARIA

DEPARTMENT OF PUBLIC WORKS
WASTEWATER TREATMENT DIVISION

ORGANIZATION CHART 1991-1992



* PART TIME
** PERMANENT PART TIME

WASTEWATER TREATMENT PLANT LABORATORY REPORT

FISCAL YEAR JULY 1, 1991 TO JUNE 30, 1992

Total Metered Flow (356 days)	2154.61	MG	
Total Calculated Flow (10 days)	60.50	MG	
Total Flow	2,215.11	MG	
Daily Average	6.05	MGD	
Gas Production Metered	28,895,928	Cu.Ft.	
Daily Average	78,951	Cu.Ft.	
Total Electricity Used	1,817,420	KHW	
Daily Average	4,966	KHW	
- WASTEWATER ANALYSIS - (mg/l unless otherwise in	**Total Analyses**	**Average**	**% REM**
BOD (influent)	18	210	
BOD (effluent)	52	22	89
Suspended Solids (inf)	18	258	
Suspended Solids (eff)	53	20	89
Settleable Solids (ml/l) (inf)	365	9.0	
Settleable Solids (ml/l) (eff)	365	< 0.1	
pH (no units) (inf)	366	7.8	
pH (no units) (eff)	366	7.7	
- Effluent Water Analysis -			
TDS by Conductance	365	1,381	
Dissolved Oxygen	29	3.7	
Grease & Oil	57	0.7	
Toal Dissolved Solids	16	1,454	
Boron	2	0.40	
Chlorides	16	368	
Sulfates	2	361	
Sodium	16	283	

Sludge Analyses Next Page

FIGURE 28 (1 of 4)

WASTEWATER TREATMENT PLANT LABORATORY REPORT

FISCAL YEAR JULY 1, 1991 TO JUNE 30, 1992

- SLUDGE ANALYSIS -	Total Analyses	Average
Raw Thickened Sludge		
% Solids	51	5.80
% Volatile Solids	51	78.65
#1 Sludge Digester		
Volatile Acids (mg/l)	50	96
Alkalinity (mg/l)	50	3614
pH	50	7.2
% Solids	51	1.75
% Volatile Solids	51	61.63
% Volatile Reduction		56.41
#2 Sludge Digester		
Volatile Acids (mg/l)	50	94
Alkalinity (mg/l)	50	4078
pH	50	7.2
% Solids	51	2.30
% Volatile Solids	51	60.38
% Volatile Reduction		58.64
#3 Sludge Digester		
(Out of Service)		

Source Control Analyses Next Page

FIGURE 28 (2 of 4)

WASTEWATER TREATMENT PLANT LABORATORY REPORT

FISCAL YEAR JULY 1, 1991 TO JUNE 30, 1992

- SOURCE CONTROL ANALYSIS - (mg/l unless otherwise indicated)	Total Analyses	Average
- Arrow Automotive		
Total Suspended Solids	2	281
Total Dissolved Solids	2	1284
Settleable Solids (ml/l)	1	< 0.1
Grease & Oil	3	4.3
- Bonita Packing		
Grease & Oil	1	44
- Cal Compack Food		
Biochemical Oxygen Demand	4	337
Total Suspended Solids	4	429
- Dejoy & Williams (sewer system)		
Biochemical Oxygen Demand	2	209
Settleable Solids (ml/l)	2	21
Total Suspended Solids	2	388
Sodium, Na+	2	247
Chloride, Cl-	2	245
Total Dissolved Solids	2	1224
- Mission Linen Supply		
Biochemical Oxygen Demand	3	255
Total Suspended Solids	4	324
Grease & Oil	4	40
Total Dissolved Solids	1	2965
Sodium	1	801
Chloride	1	862
- Simplot Foods		
Biochemical Oxygen Demand	4	507
Settleable Solids (ml/l)	1	35
Total Suspended Solids	4	134
Total Dissolved Solids	1	2051

Source Control Analyses Next Page

FIGURE 28 (3 of 4)

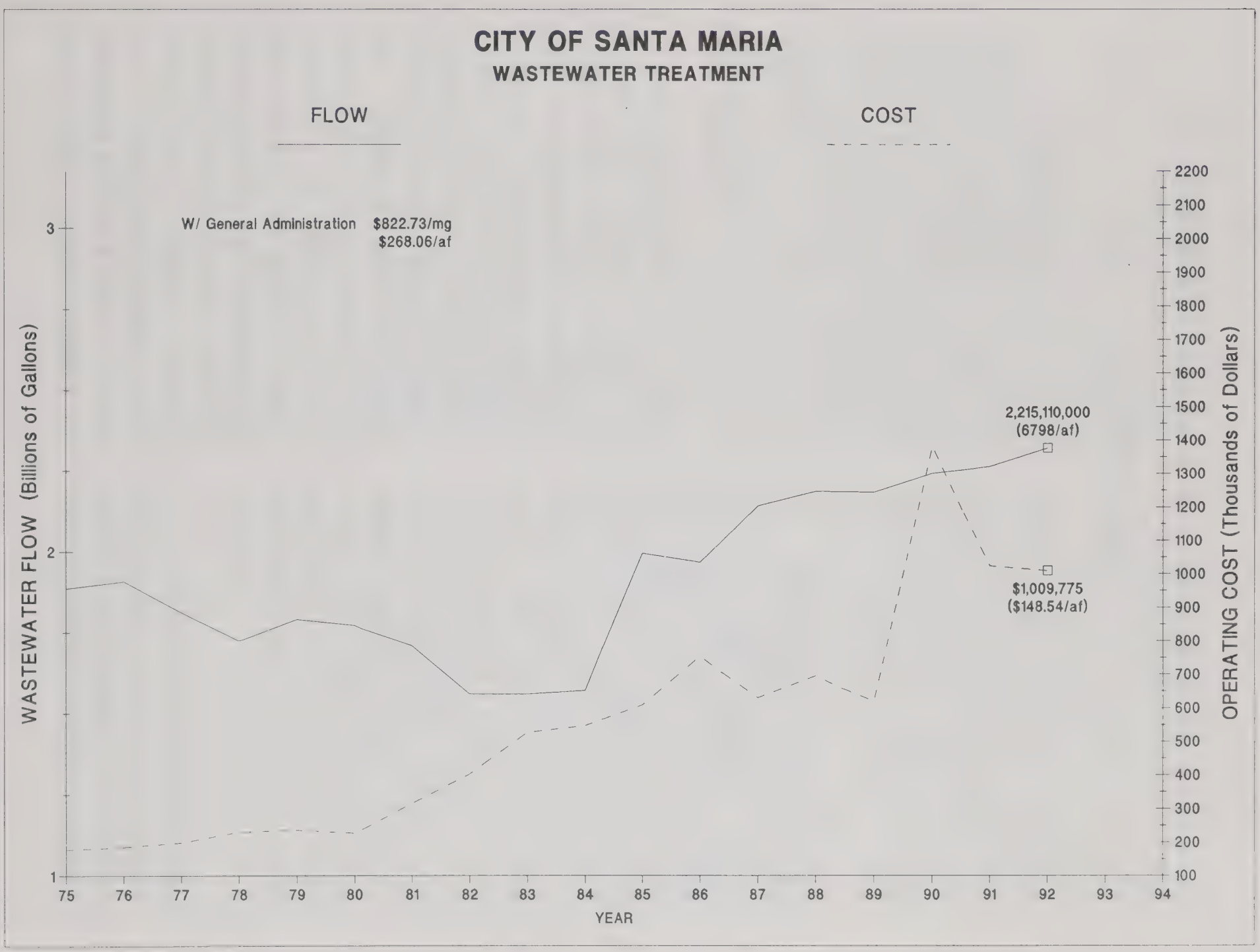
WASTEWATER TREATMENT PLANT LABORATORY REPORT

FISCAL YEAR JULY 1, 1991 TO JUNE 30, 1992

- SOURCE CONTROL ANALYSIS - (mg/l unless otherwise indicated)	Total Analyses	Average
- Stubbs Lane & Waller Park (sewer)		
Biochemical Oxygen Demand	2	166
Settleable Solids (ml/l)	2	8
Total Suspended Solids	2	200
Sodium, Na+	2	203
Chloride, Cl-	2	298
Total Dissolved Solids	2	1140
- Tunnell & East Avenue (sewer system)		
Biochemical Oxygen Demand	2	170
Settleable Solids (ml/l)	2	11
Total Suspended Solids	2	187
Sodium, Na+	2	302
Chloride, Cl-	2	352
Total Dissolved Solids	2	1355

FIGURE 28 (4 of 4)

FIGURE 29


CITY OF SANTA MARIA
WASTEWATER TREATMENT
FLOW
COST
W/ General Administration $822.73/mg
$268.06/af
2,215,110,000
(6798/af)
$1,009,775
($148.54/af)
WASTEWATER FLOW (Billions of Gallons)
OPERATING COST (Thousands of Dollars)
YEAR
1
2
3
100
200
300
400
500
600
700
800
900
1000
1100
1200
1300
1400
1500
1600
1700
1800
1900
2000
2100
2200
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WATER DIVISION

The Water Division provides water service to citizens of the City of Santa Maria. Exceptions to this are the southern area of the City (Sunrise Hills) which is served by a private company and some county sites adjacent to the city which are served by the city. The Division is organized into two sections, Production and Distribution.

Production Section

The water production facilities consist of 10 water wells, four booster pumps, two elevated storage reservoirs (13 MG total) and two ground storage reservoirs (2.5 MG total). The City has a combined storage capacity of 15.5 million gallons. The system also includes an electronic control panel at the Public Works Department office with telemetering capability which automatically controls the pumps, monitors the level of the reservoirs and the pressure in the distribution system. Additionally, the control panel has an alarm system that is electronically monitored on a 24-hour basis. This feature enables personnel to respond quickly to emergency equipment failures. Total production capability with all wells (except 2AS, 3H, & 4H) is 17.0 million gallons per day. Production capability has reduced by approximately one million gallons per day due to decline of the water table resulting from the five year drought. Even though rainfall was above average during the winter months the water table has not returned to its normal level.

Test results from Wells 3-H and 4-H continue to indicate the presence of nitrate above the State's established maximum contaminate level. Because of the high nitrate levels, these wells have been taken out of service and are in a standby mode of operation. They will not be used until further testing indicates a reduction of the nitrate level or an approved blending plan can be implemented. Well 2-AS remains in a standby mode due to the presence of Trichlorethylene (TCE). A blending plan has been approved by the California Department of Health Services, but the well is out of service. Operation of these three wells would add approximately three million gallons per day to the City's production capability.

The design of a new well (Well 12-S) has been completed, construction is in progress, and the well is expected to be operational during the winter months of 1992. Additionally,

in an attempt to find a higher quality water without nitrates at the McClelland well field, a 1000' deep test well was designed and drilled during the summer of 1992. The well produced water which was un-nitrated but did not meet State Chemical Quality Standards for general mineral and general physical constituents due to iron, manganese, color, hydrogen sulfide, turbidity, and odor.

During Fiscal Year 1991-92 the wells produced an average of 10.7 million gallons per day to satisfy the customers' demands. The combined well production and reservoir capacity must also supply peak demand. The highest peak day demand recorded to date was 17.35 million gallons. The total production for the year was 3.9 billion gallons (11,924 AF). This reflects an increase of 1.9% from the previous fiscal year.

For system backup, two interconnections exist between the City's system and the California Cities Water Company's system which serves mainly the unincorporated area. One is near Santa Maria Way and Miller Street and the other is on California Boulevard south of Foster Road.

Distribution Section

The water distribution section is responsible for transporting water from the well and reservoir facilities to over 15,167 accounts (an increase of 1.6% during the fiscal year). This is accomplished by utilizing a distribution piping system which is approximately 244 miles long (an increase of 1.6% during the fiscal year). This section also performs the following functions: meter reading; customer service; collection of delinquent bills; meter installation, maintenance, and repair; installation of water services; and maintenance of the distribution facilities in their entirety. The income from all water sold during the fiscal year is shown on Figure 31. Work order totals of the various water division functions during the Fiscal Year 1991-92 are listed as follows:

Function	No. Completed
1. Water meter readings	91,002
2. Water service turn-ons	3,320
3. Water service turn-offs	2,670
4. Collection (delinquent bills)	2,198
5. Water meter re-reads	2,355
6. Miscellaneous service calls	1,201
7. New service line and taps install	7
8. Water meters installed	760
9. Water meters removed	574
10. Water meters repaired in shop	289
11. Large meters tested & repaired in field	35
12. Renovation of water meter locations	617
13. Ball valves installed	454
14. Water meter vaults installed & replaced	166
15. Water line leaks repaired	125
16. Flushing dead-end stations	100
17. Flushing fire hydrants	5
18. Fire hydrant repairs, painting & maint.	37
19. Main line gate valves operated	1,011

Water Quality

On-going monitoring and testing of the

City's water system is performed on a routine basis to assure that the water is of good quality and is within the allowable limits set as maximum contaminant levels (MCL) by the California Department of Health Services. Chlorine gas is mixed with the water at each well and is carried throughout the system to maintain a residual of .1 parts per million (ppm = .1 milligram per liter, mg/l) of free chlorine at the extremities of the distribution system. This minimum amount of free chlorine is a positive indicator that any pathogenic contaminants that might have entered the system from unknown sources will have been neutralized through exposure to the chlorine. Following is a listing of tests that are performed to ensure that the quality of the water continually meets all health standards as set forth by the California Department of Health Services.

1. **GENERAL MINERAL:** Samples are collected analyzed annually from each well source and the distribution sampling station located in the 1400 block of East Alvin. Figure 33 is a plot of the average system concentration of total dissolved solids over the recent years.

2. **GENERAL PHYSICAL:** Four samples are collected and analyzed per month on a rotating basis from 15 sampling stations located throughout the distribution system.

3. **INORGANIC CHEMICAL:** Samples are collected and analyzed from one third of the wells annually on a rotating basis so that all wells are sampled every three years.

4. **BACTERIOLOGICAL:** Fifteen samples are collected and analyzed weekly from the distribution system's 15 sampling stations.

5. **TRIHALOMETHANES:** One sample is collected and analyzed quarterly from the distribution sampling station which is located at North Broadway and Preisker Lane.

6. **VOLATILE ORGANICS:** One sample is collected and analyzed quarterly from each well source every three years.

7. **RADIOLOGICAL:** Three wells are sampled and analyzed quarterly every four years; the wells sampled include one well from the South McClelland well field and two wells from the Airport well field.

Investigation is still continuing into the presence of TCE found in Well 2-AS. An engineering report was submitted to and approved by the California Department of Health Services on November 12, 1985, that

would allow a method of blending water from Well 2-AS with water from uncontaminated well source should the need to do so arise from production deficiencies. As stated previously, the City has not had to use this option and the well has been left off and is in standby mode of operation. After the new well (12-S) is completed and operational the equipment at Well 2-AS may be removed and the well could then be properly abandoned.

The State Department of Water Resources (DWR) completed the Environmental Impact Report (EIR) for the Coastal Branch of the State Water Project (SWP) in 1991. Delivery of water is anticipated in 1996. Significant system improvements will be constructed concurrently with the SWP including transmission lines with distribution lines and additional storage. The concentration of total dissolved solids (TDS) of the water provided through the SWP will be significantly lower than that received from City production wells (less than 500 ppm).

The CROSS CONNECTION CONTROL PROGRAM is a program required by the State Health Department to protect the public water supply from potential sources of contamination (any connection that could permit toxic or pathogenic material, or materials objectionable to taste and odor, to enter the public water system).

The following quantities of "backflow prevention" work orders were performed this past year.

* Total number of devices in system	754
* Number installed during fiscal year	64
* Number tested during fiscal year	664
* Number repaired during fiscal year	91

The City publishes annually a summary of the average quality of the water distributed through City maintained water facilities. Copies of the report are provided for review by the City Water customers. A copy of that summary has been attached and is labeled Exhibit A.

Revenue and Expenditure

Figure 31 is a plot of annual revenue, costs, and amount of water production. The cost per acre foot reflects costs of operation and maintenance of the system, overhead, and repair or replacement of deficiencies in the existing system and capital costs for production and transmission equipment. No bond service or investment cost for the State Water Project is included in the plotted cost per acre foot. The sharp increase in acre foot cost is due to large investments in production and transmission equipment.

The continuation of the present level of

service to the public during Fiscal Year 1991-92 used the purchase of new water meters at a cost of $24,253.

Rainfall for the 1991-92 season was 14.62 inches, as recorded by this office. The average rainfall is approximately 13.5 inches per season.

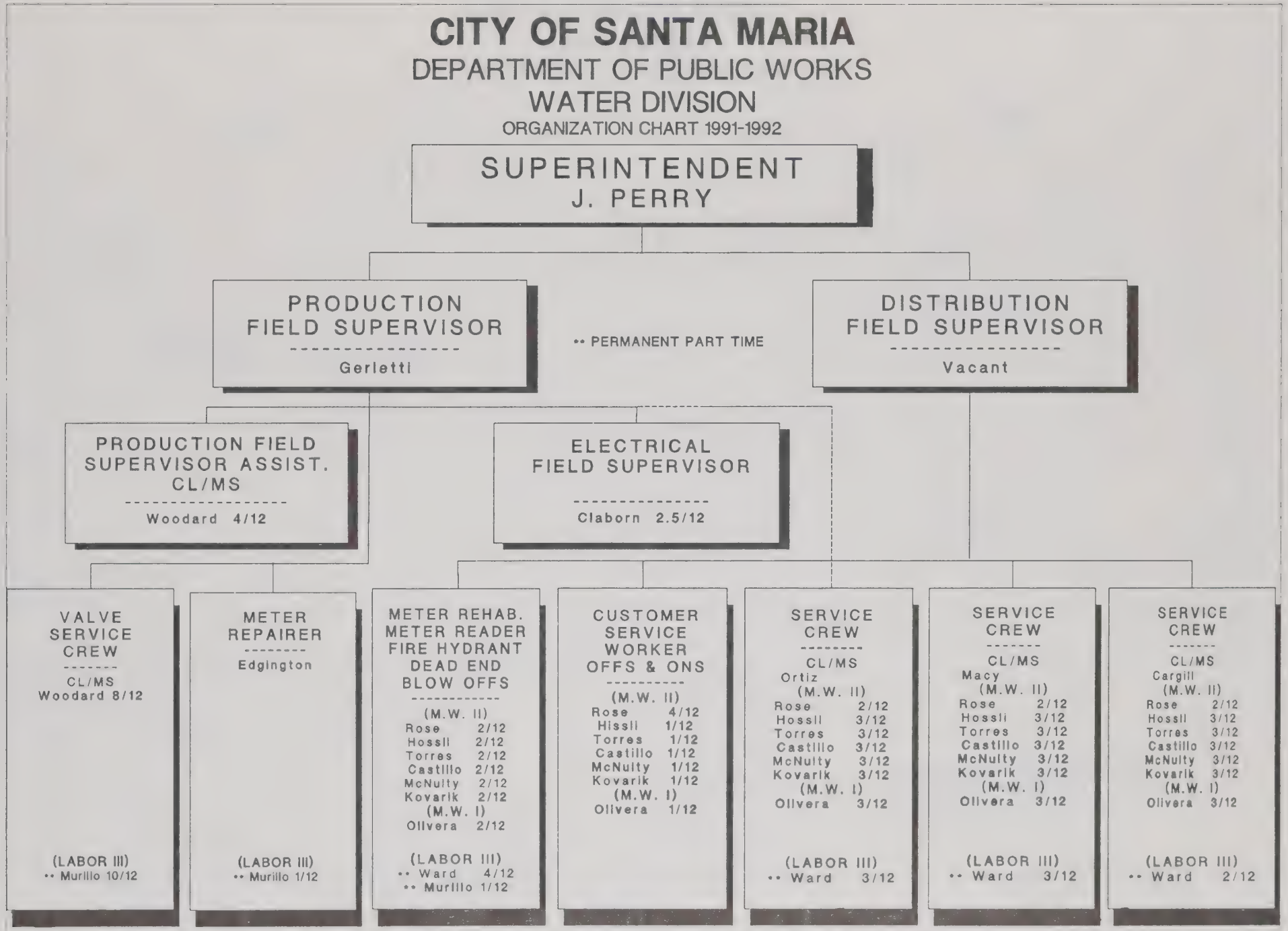
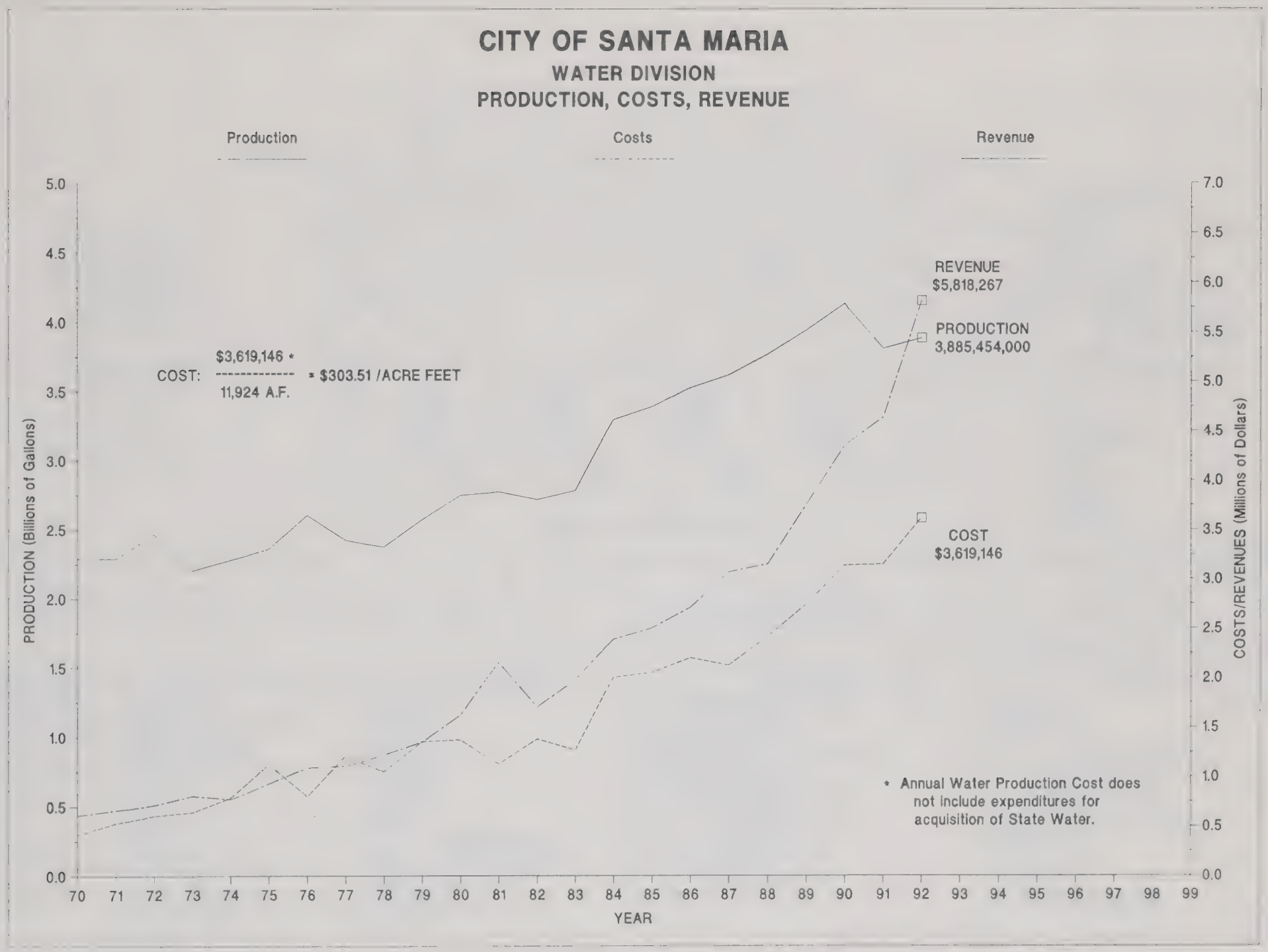

CITY OF SANTA MARIA
DEPARTMENT OF PUBLIC WORKS
WATER DIVISION
ORGANIZATION CHART 1991-1992
SUPERINTENDENT
J. PERRY
PRODUCTION FIELD SUPERVISOR
Gerletti
•• PERMANENT PART TIME
DISTRIBUTION FIELD SUPERVISOR
Vacant
PRODUCTION FIELD SUPERVISOR ASSIST. CL/MS
Woodard 4/12
ELECTRICAL FIELD SUPERVISOR
Claborn 2.5/12
VALVE SERVICE CREW
CL/MS
Woodard 8/12
(LABOR III)
•• Murillo 10/12
METER REPAIRER
Edgington
(LABOR III)
•• Murillo 1/12
METER REHAB. METER READER FIRE HYDRANT DEAD END BLOW OFFS
(M.W. II)
Rose 2/12
Hossli 2/12
Torres 2/12
Castillo 2/12
McNulty 2/12
Kovarik 2/12
(M.W. I)
Olivera 2/12
(LABOR III)
•• Ward 4/12
•• Murillo 1/12
CUSTOMER SERVICE WORKER OFFS & ONS
(M.W. II)
Rose 4/12
Hissli 1/12
Torres 1/12
Castillo 1/12
McNulty 1/12
Kovarik 1/12
(M.W. I)
Olivera 1/12
SERVICE CREW
CL/MS
Ortiz
(M.W. II)
Rose 2/12
Hossli 3/12
Torres 3/12
Castillo 3/12
McNulty 3/12
Kovarik 3/12
(M.W. I)
Olivera 3/12
(LABOR III)
•• Ward 3/12
SERVICE CREW
CL/MS
Macy
(M.W. II)
Rose 2/12
Hossli 3/12
Torres 3/12
Castillo 3/12
McNulty 3/12
Kovarik 3/12
(M.W. I)
Olivera 3/12
(LABOR III)
•• Ward 3/12
SERVICE CREW
CL/MS
Cargill
(M.W. II)
Rose 2/12
Hossli 3/12
Torres 3/12
Castillo 3/12
McNulty 3/12
Kovarik 3/12
(M.W. I)
Olivera 3/12
(LABOR III)
•• Ward 2/12

FIGURE 31


CITY OF SANTA MARIA
WATER DIVISION
PRODUCTION, COSTS, REVENUE
Production
Costs
Revenue
REVENUE
$5,818,267
PRODUCTION
3,885,454,000
COST
$3,619,146
COST: $3,619,146 * / 11,924 A.F. = $303.51 /ACRE FEET
* Annual Water Production Cost does not include expenditures for acquisition of State Water.
PRODUCTION (Billions of Gallons)
COSTS/REVENUES (Millions of Dollars)
YEAR
0.0
0.5
1.0
1.5
2.0
2.5
3.0
3.5
4.0
4.5
5.0
5.5
6.0
6.5
7.0
70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99

CITY OF SANTA MARIA
WATER QUALITY MONITORING SCHEDULE

ACTIVE WELLS
5AS 09N/34W/03F10S
6S 10N/34W/34E02S
7S 10N/34W/34Q01S
8S 10N/34W/27L01S
9S 10N/34W/28J01S
10S 10N/34W/28M01S
11S 10N/34W/33A01

STANDBY WELLS (13)
3H 10N/34W/14E05S
4H 10N/34W/14E04S

INACTIVE WELLS (14)
2AS 10N/34W/34F01S
6H 10N/34W/14E06S

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	FREQ
BAC	1, 11												WKLY
GEN MIN										2, 3, 7, 11			ANNU
GEN PHY	5, 11												MONT
IN-ORG							2, 8, 11						ANNU
ORG VOC		2, 6, 7, 11			2, 7, 11			2, 7, 11			2, 7, 11		QUAR
RAD ACT		2, 7, 9, 10			2, 7, 9, 10			2, 7, 9, 10			2, 7, 9, 10		QUAR
THM			4, 12			4, 12			4, 12			4, 12	QUAR

TEST METHODS
COLIFORM 5 TUBE
MEMBRANE
COLIALERT
524.2 FULL SCAN
504.0 E.D.B.,D.B.C.P.
507.0 ATRAZINE &
SIMAZINE +GLYPHOSPHATE
531.0 CARBOFURAN
505.0 CHLORDANE HEPTACHLOR, HEPTACHLOR EPOXIDE
525.0 DIETHYLHEXYLpH + HALATE
E.P.A. #900
524.2 TRIHALOMETHANE ONLY

REG.ORG. WAIVED
ENDRIN
LINDANE
METHOXYCHLOR
TOXAPHENE
2-4-D
2-4-S-TP
SILVEX
THIOBEN CALB.
MOLINATE
BENTAZON

SAMPLE SCHEDULE

(1) 14 SAMP. STAT. (2) ALL ACTIVE WELLS (3) 1400 BLK. E. ALVIN (4) N. BROADWAY SAMPLE STA. (5) 4 OF 14 SAMPLE STATIONS (6) QUARTERLY EVERY THREE YEARS
(7) COLLECT PRIOR TO TREATMENT (8) ANNUALLY ROTATE 3 WELLS (9) ANNUALLY ROTATE 2 WELLS (10) QUARTERLY EVERY FOUR YEARS (11) TITLE 22 ADMINISTRATIVE CODE
(12) AB-1803 (13) STANDBY WELLS SAMPLE WHEN ACTIVATED, ANNUALLY IF POSITIVE (14) 2 AS MAY ONLY BE USED PURSUANT TO 11/12/85 S.D.H.S. APPV'D BLENDING PROGRAM WHICH INCLUDES NECESSARY TESTS

REGULATED M.C.L.'S

•=VOC ••UP TO TWO ADDITIONAL SAMPLES W/IN SEVEN DAYS FOR POSITIVE RESULTS.

BACTERIA

MULTIPLE TUBE TECHNIQUE.SHALL NOT HAVE 3 POR-TIONS OF 1 SAMP. POSITIVE.

GEN.PHYS.

	MCL
COLOR 15.	
ODOR 3.	"
TURB. 5.	"

TRIHALO.

TOTAL T.H.M. 100 UG/L

GEN. MIN. ANAL.

	MCL
BICARBONATE N/L	"
CARBONATE N/L	"
HYDROXIDE ALKALINITY N/L	"
CALCIUM N/L	"
CHLORIDE 500 MG/L	"
COPPER 1000 UG/L	"
FOAMING AGENTS (MBAS) .5 MG/L	"
IRON .3	"
MAGNESIUM N/L	"
MANGANESE .05	"
PH.	"
SODIUM N/L	"
SULFATE 500 MG/L	"
SPECIFIC CONDUCTANCE 1600	"
T.D.S. 1000	"
TOTAL HARDNESS 200	"
ZINC 5000 UG/L	"
LANGELIER INDEX	"

INORGANICS

	MCL/MgL
ARSENIC .05	"
BARIUM 1.0	"
CADIUM .010	"
CHROMIUM .05	"
LEAD .05	"
MERCURY .002	"
NITR.(NO3) 45.	"
SELENIUM .01	"
SILVER .05	"
ALUMINUM 1.	"
COPPER 1.	"

RADIOACTIVITY

GROSS ALPHA COMB.5.pCi/L MAX.
GROSS BETA 50 pCi/L MAX.
URANIUM 20pCi/L MAX.•
••GROSS ALPHA MAY BE SUB-STITUTED IF LESS THAN 5pCi/L

ORGANICS

	MCL/ MgL
ETHYLENE DIBROMIDE (EDB) .00002	
• 1,1,1-TRICHLORETHANE .2	"
• 1,1 DICHLOROETHYLENE .006	"
• BENZENE .001	"
• XYLENES (SINGLE SUM OF ISOMERS)	"
• MONOCHLOROBENZENE .030	"
• ETHYLBENZENE .680	"
• 1,3- DICHLOROPROPENE .0005	"
• 1,1,2,2- TETRACHLOROETHANE .001	"
• TETRACHLOROETHYLENE(PCE) .005	"
• 1,2- DICHLOROETHANE .0005	"
• VINYL CHLORIDE .0005	"
• CARBON TETRACHLORIDE .0005	"
• 1,4-DICHLOROBENZENE .005	"
• 1,1,2- TRICHLOROETHANE .032	"
THIOBEN CARB .07	

ORGANICS

	MCL/MgL
MOLINATE .02	"
BENTAZON .018	"
ATRAZINE .003	"
SIMAZINE .01	"
•CIS-1,2-DICHLOROETHYLENE TBD	
•TRANS-1'2-DICHLOROETHYLENE TBD	
•1,1 DICHLOROETHANE TBD	
•1,2 DICHLOROPROPANE TBD	
•TRICHLOROFLOROMETHANE TBD	
•1,1,2 TRICHLORO-1,2,2-TRIFLUOROETHANE (FREON 113)TBD	
CARBOFURAN TBD	
GLYPHOSATE TBD	
CHLORDANE TBD	
HEPTACHLOR TBD	
HEPTACHLOR EPOXIDE TBD	
DIETHYLHEXYLPHTHALATE TBD	

REVISED BY: EPL/JCW 01/06/92

DRAWN BY: G. FRANCE 06/01/89

C:\WQMSC.DVG

CITY OF SANTA MARIA

WATER DIVISION

SYSTEM ANALYSIS FOR TOTAL DISSOLVED SOLIDS (TDS)

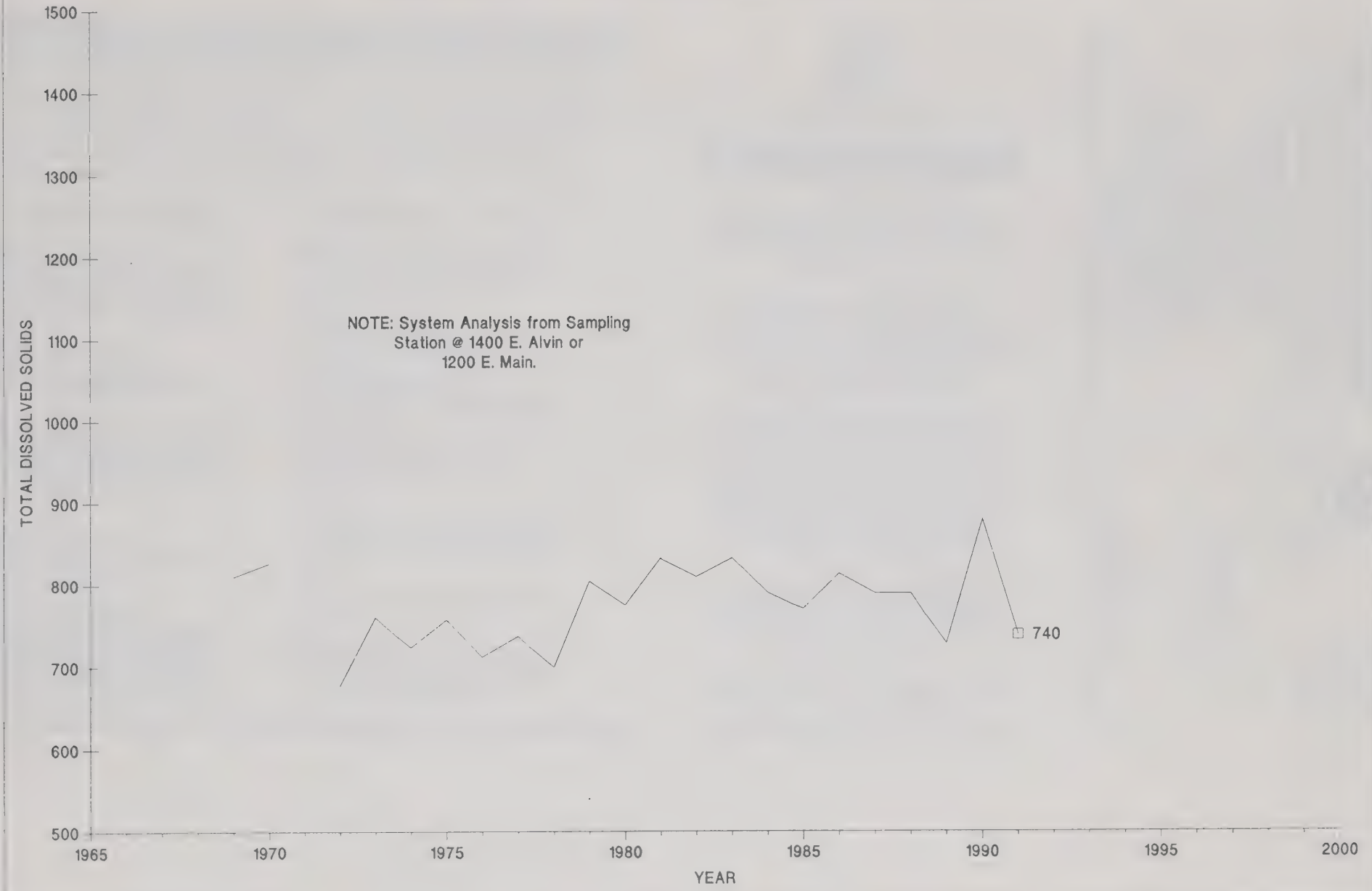


FIGURE 33

WATER WISE GUIDE

There are many reasons to use water wisely, not wastefully. Although water is abundant on our planet, most of it is present as salt water. In fact, readily available, potable water comprises only 8% of the world's total water supply! Reducing water consumption can defer the need and expense of drilling new wells. Using water wisely means that less water must be treated at the city's Waste Water Treatment Plant, which will help extend the useful life of the Plant. The cost of electricity to produce water from our city's wells is the highest single expenditure in the Water Division's budget. As the water table drops lower and lower, a proportionately higher amount of energy is required to pump the water to the surface. So practice the easy, common sense tips listed below. Be a wise water user!

INDOOR TIPS

Check your toilet for leaks.
A leak in your toilet may be wasting more than 100 gallons of water a day. To check, put a little food coloring in your toilet tank. If, without flushing, the coloring begins to appear in the bowl, you have a leak. Adjust or replace the flush valve or call a plumber.

Stop using your toilet as an ashtray or waste basket.
Every time you flush a cigarette butt, facial tissue or other small bit of trash down the toilet, you waste five to seven gallons of water.

Put two plastic bottles in your toilet tank.
To reduce water waste, put an inch or two of sand or pebbles in each of two plastic bottles to weigh them down. Fill them with water and put them in your toilet tank, away from the operating mechanism. In the average home, the bottles may displace ten gallons of water or more a day.

Take shorter showers.
Long showers waste five to ten gallons every minute. Limit your showers to the time it takes to soap up, wash and rinse.

Install water-saving shower heads or flow restrictors.
Most shower heads put out five to ten gallons per minute; three gallons per minute is sufficient for a refreshing shower. Your local hardware or plumbing store stocks inexpensive water-saving shower heads you can install easily. For even less, you can purchase a small plastic insert to limit flow through your present shower head.

OUTDOOR TIPS

Plant drought resistant trees and plants.
There are many beautiful native trees and plants that thrive in California with far less water than other species.

Put a layer of mulch around trees and plants.
A layer of mulch will slow the evaporation of moisture and help control weeds.

Use a broom to clean driveways, sidewalks and steps.
Using a hose to push around a few leaves and scraps of paper can waste hundreds and hundreds of gallons of water.

Don't run the hose while washing your car.
Soap down your car with a pail of soapy water. Then use a hose just to rinse it off.

Water your lawn only when it needs it.
Watering too frequently can be wasteful. A good way to see if your lawn needs watering is to step on some grass. If the grass springs back up when you move, it doesn't need water.

Water during the cool parts of the day.
Early morning is best and don't water when it's windy.

Deep soak your lawn.
When watering your lawn, do it long enough for water to seep down to the roots where it won't evaporate quickly. A light sprinkling which sits on the surface will simply evaporate and be wasted.

City of Santa Maria
Department of Public Works

ANNUAL WATER QUALITY REPORT

The State of California's Department of Health Services requires that all water purveyors inform their customers regarding the quality of the water being delivered. The City of Santa Maria is committed to providing its customers with the safest, highest quality water possible.

The drinking water served to customers of the City of Santa Maria undergoes careful analysis by an independent, certified laboratory to ensure continuing compliance with both state and federal standards. We are pleased to report that all water delivered to our customers meets or exceeds current Safe Drinking Water Act regulations.

Our city presently has only one source of water, groundwater produced from seven active water wells. The table inside lists the many constituents for which our water is regularly tested. Note that a key is provided which identifies the reporting units, maximum contaminant levels and range over which each constituent has been detected in our water. Many of the numeric values are given in milligrams per liter, or parts per million. To better appreciate the meaning of one part in a million, consider that one cent equals one millionth of $10,000.00!

As a City water customer, you can help our conservation efforts by using water wisely; it is one of our most precious natural resources! Some helpful water conservation tips are included with this report, as well as a listing of complimentary resources available to our customers.

If you have any questions concerning this report or need advice relating to water conservation, please contact the Water Division at 925-0951, extension 221.

NOTICE

TO CITY OF SANTA MARIA WATER CUSTOMERS

The City of Santa Maria Water Division has a variety of water conservation materials FREE of charge to the public. Any item listed below can be requested at the Finance Department located in City Hall, 110 E. Cook St., or at the information counter of the Public Works Department located at 810 W. Church St.

- WATER CONSERVATION KIT
  (Toilet dams, flow restrictors)
- DROUGHT SURVIVAL GUIDE
  (Sunset Magazine reprint)
- WATER TRIVIA
  (Water use quiz in English and Spanish)
- HOW TO USE GRAY WATER
  (Booklet of approved guidelines)
- HOW TO READ YOUR WATER METER
- SAVE WATER BROCHURE
- WATER CONSERVATION CHECKLIST
- WATER AUDIT CHECKLIST
- WAYS TO SAVE WATER AT YOUR BUSINESS
- 25 WAYS TO SAVE WATER
  (English and Spanish)

City of Santa Maria
110 East Cook St., CA 93454-5190

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EXHIBIT A

City of Santa Maria
Department of Public Works

1991 ANNUAL WATER QUALITY REPORT

PRIMARY STANDARDS - Mandatory Health-Related Standards Established by the State of California, Department of Health Services.

PARAMETER	UNITS	MAXIMUM CONTAMINANT LEVEL	GROUNDWATER RANGE
CLARITY			
Turbidity	NTU	0.5	.10-.18
MICROBIOLOGICAL			
Coliform Bacteria	% Tests Positive	10%	< 0.0 %
ORGANIC CHEMICALS			
Total Trihalomethanes	mg/L	0.10	ND- 0025
Endrin	mg/L	0.0002	NR
Lindane	mg/L	0.004	NR
Methoxychlor	mg/L	0.1	NR
Toxaphene	mg/L	0.005	NR
2,4-D	mg/L	0.1	NR
2,4,5-TP Silvex	mg/L	0.01	NR
Atrazine	mg/L	0.003	ND
Bentazon	mg/L	0.018	NR
Benzene	mg/L	0.001	ND
Carbon Tetrachloride	mg/L	0.0005	ND
1,2-Dibromo-3-chloropropane	mg/L	0.0002	NR
1,4-Dichlorobenzene	mg/L	0.005	ND
1,2-Dichloroethane	mg/L	0.0005	ND
1,1-Dichloroethylene	mg/L	0.006	ND
1,3-Dichloropropene	mg/L	0.0005	ND
Ethylbenzene	mg/L	0.680	ND
Ethylene Dibromide	mg/L	0.00002	ND
Molinate	mg/L	0.02	NR
Monochlorobenzene	mg/L	0.03	ND
Simazine	mg/L	0.01	ND
1,1,2,2-Tetrachloroethane	mg/L	0.001	ND
Tetrachloroethylene	mg/L	0.005	ND
Thiobencarb	mg/L	0.07	NR
1,1,1-Trichloroethane	mg/L	0.2	ND
1,1,2-Trichloroethane	mg/L	0.032	ND
Trichloroethylene	mg/L	0.005	ND
Vinyl Chloride	mg/L	0.0005	ND
Xylenes	mg/L	1.750	ND
Cis-1,2-Dichloroethylene	mg/L	0.006*	ND
Trans-1,2-Dichloroethylene	mg/L	0.01*	ND
1,1-Dichloroethane	mg/L	0.005*	ND
1,2-Dichloropropane	mg/L	0.005*	ND
Trichlorofluoromethane (Freon 11)	mg/L	0.15*	ND
1,1,2-Trichloro-1,2,2-Trifluoroethane (Freon 113)	mg/L	1.2*	ND
Carbofuran	mg/L	0.018*	ND
Glyphosate	mg/L	0.7*	ND
Chlordane	mg/L	0.00001*	ND
Heptachlor	mg/L	0.00001*	ND
Heptachlor epoxide	mg/L	0.00001*	ND
Di(2-ethylhexyl)phthalate	mg/L	0.004*	ND
INORGANIC CHEMICALS			
Aluminum	mg/L	1.	0.005
Arsenic	mg/L	0.05	0.005
Barium	mg/L	1.	0.1-0.2
Cadmium	mg/L	0.01	0.001
Chromium	mg/L	0.05	0.005
Fluoride	mg/L	1.4-2.4**	<0.1
Lead	mg/L	0.05	0.005
Mercury	mg/L	0.002	0.0002
Nitrate (as NO3)	mg/L	45.	3.1-16.0
Selenium	mg/L	0.01	0.005
Silver	mg/L	0.05	0.005
RADIOACTIVITY			
Gross Alpha Activity	pCi/L	15	0.0-2.26
Gross Beta Activity	pCi/L	50	NR
Tritium	pCi/L	20,000	NR
Strontium-90	pCi/L	8	NR
Radium 226 & 228 combined	pCi/L	20	NR

SECONDARY STANDARDS - Aesthetic Standards Established by the State of California, Department of Health Services.

Color	Units	15	5
Odor-Threshold	Units	3	1
Chloride	mg/L	500	26-46
Copper	mg/L	1.0	05-.2
Foaming Agents (MBAS)	mg/L	0.5	< 0.02
Iron	mg/L	0.3	05-.24
Manganese	mg/L	0.05	0.02
Sulfate	mg/L	500	210-340
Zinc	mg/L	5.0	.05-.1
Total Dissolved Solids	mg/L	1000	590-830

ADDITIONAL CONSTITUENTS ANALYZED

pH	Units	NS	7.4-7.8
Hardness (CaCO3)	(mg/L)	NS	370-500
Sodium	(mg/L)	NS	46-56
Calcium	(mg/L)	NS	84-100
Potassium	(mg/L)	NS	5-10
Magnesium	(mg/L)	NS	36-54

NTU - Nephelometric Turbidity Unit (value measuring the degree of cloudiness due to suspended particles)
mg/L - milligrams per liter (parts per million)
pCi/L - pico Curies per liter
* Proposed Maximum Contaminant Level - has not been adopted
** Fluoride Standard depends on temperature
In addition to the above constituents, we have conducted monitoring for 37 additional organic chemicals for which the California Department of Health Services and U.S. EPA have not yet set standards. All results were below detection levels unless otherwise noted
ND - not detected
NR - not required
NS - no standard.

(2 of 2)
EXHIBIT A

APPENDIX A
FINANCIAL INFORMATION
1991-92

FISCAL YEAR EXPENDITURES

FUNCTION	OVERHEAD	OPERATIONS	CAPITAL OUTLAY	BOND SERVICE	FUND SOURCE(S)	
ADMINISTRATION		$ 404,564	$ 1,741		General Water Refuse-Collection Refuse-Disposal Sewer	269,525 42,304 42,809 28,708 22,959
BUILDINGS		$ 536,405	$ -0-		General Water Refuse-Collection Refuse-Disposal Sewer	297,864 73,778 74,658 50,066 40,039
ENGINEERING		$ 877,652	$ 489		General Water Refuse-Collection Refuse-Disposal Sewer Gas Tax	584,178 88,599 89,657 60,124 48,083 7,500
STREETS		$ 2,256,104	$ 2,296,483		General Gas Tax/TDA	1,793,141 2,759,446
SEWERS		$ 276,983	$ 95,149		Sewer	372,132
WASTEWATER	$ 277,480	$ 1,462,856	$ 39,429		Sewer	1,779,765
SOLID - Collection/Res. WASTE - Collection/Com. - Disposal - Street Sweeping	$ 295,585 $ 214,045 $ 354,910 $ -0-	$ 1,356,850 $ 925,212 $ 2,087,470 $ 202,154	$ 16,403 $ 37,689 $ 744,510 $ -0-		Refuse-Collection Refuse-Disposal Refuse-Disposal Street Sweeping	1,668,838 1,176,946 3,186,890 202,154
DRAINAGE		$ 51,405			General	51,405
WATER	$ 556,220	$ 9,557,318	$ 1,530,842		Water	11,644,380
MECHANICAL MAINTENANCE		$ 1,778,972	$ 412,997		Equipment	2,191,969
PARKING DISTRICT	Closed out -- moved to 11-46 Parking Authority					
STOWELL CENTER		$ 45,945			Maintenance District	45,945
PARKING AUTHORITY		$ 310,854	$ 345		General	311,199
SMAT SMAT		$ 824,881	$ 291,842		Trans. Development Act UMTA Fares	466,430 510,169 140,124

NOTE: The above information should not be used as final audit figures but are reasonably accurate for the purpose of this summary.

(D) Depreciation

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